BSBTEC303

CREATE ELECTRONIC PRESENTATIONS

BSBTEC303

Create electronic presentations

Release 1

Learner Guide

Aspire Version 1.1

Aspire
Learning Resources

Aspire also has learning resources available in these areas:
· Foundation skills
· LLN and employability skills (non-competency)
· Community services
· Early Childhood Education and Care
· Allied health

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Before you begin

This Learner Guide is based on the unit of competency *BSBTEC303 Create electronic presentations*, Release 1. Your trainer or training organisation must give you information about this unit of competency as part of your training program. You can access the unit of competency and assessment requirements at: www.training.gov.au.

How to work through this Learner Guide

This Learner Guide contains a number of features that will assist you in your learning. Your trainer will advise which parts of the Learner Guide you need to read, and which Practice Tasks and Learning Checkpoints you need to complete. The features of this Learner Guide are detailed in the following table.

Feature of the Learner Guide	How you can use each feature
Learning content	Read each topic in this Learner Guide. If you come across content that is confusing, make a note and discuss it with your trainer. Your trainer is in the best position to offer assistance. It is very important that you take on some of the responsibility for the learning you will undertake.
Examples	These highlight key learning points and provide realistic examples of workplace situations.
Practice Tasks	Practice Tasks give you the opportunity to put your skills and knowledge into action. Your trainer will tell you which practice tasks to complete.
Summaries	Key learning points are provided at the end of each topic.
Learning Checkpoints	There is a Learning Checkpoint at the end of each topic. Your trainer will tell you which Learning Checkpoints to complete. These checkpoints give you an opportunity to check your progress and apply the skills and knowledge you have learnt.

Foundation skills

As you complete learning using this guide, you will be developing the foundation skills relevant for this unit. Foundation skills are the language, literacy and numeracy (LLN) skills and the employability skills required for participation in modern workplaces and contemporary life.

The following table provides definitions for each foundation skill.

Foundation skill area	Foundation skill description
Reading	▪ Evaluates and integrates information and ideas to construct meaning in an effort to design and create a presentation
Writing	▪ Communicates relationships between ideas and information in a style appropriate to audience and purpose in accordance with organisational and task requirements
Planning and organising	▪ Plans and implements routine tasks and workload making limited decisions on sequencing and timing
Teamwork	▪ Collaborates with others to achieve joint outcomes

What do you already know?

Use the following table to identify what you may already know. This may assist you to work out what to focus on in your learning.

Topic	Key outcome		Rate your confidence in each section
Topic 1: Prepare to create a presentation	1A	Use safe work practices	❏ Confident ❏ Basic understanding ❏ Not confident
	1B	Determine the purpose, audience and method of presentation	❏ Confident ❏ Basic understanding ❏ Not confident
	1C	Identify the task requirements and use the best application	❏ Confident ❏ Basic understanding ❏ Not confident
Topic 2: Create presentations	2A	Follow task and organisational requirements	❏ Confident ❏ Basic understanding ❏ Not confident
	2B	Use software functions	❏ Confident ❏ Basic understanding ❏ Not confident
	2C	Add balance and visual impact	❏ Confident ❏ Basic understanding ❏ Not confident
	2D	Use features to customise for the audience	❏ Confident ❏ Basic understanding ❏ Not confident
	2E	Overcome issues using help function	❏ Confident ❏ Basic understanding ❏ Not confident

Topic	Key outcome	Rate your confidence in each section
Topic 3: Finalise presentations	3A Proofread your presentation	❑ Confident ❑ Basic understanding ❑ Not confident
	3B Finalise and print your presentation	❑ Confident ❑ Basic understanding ❑ Not confident
	3C Store your presentation	❑ Confident ❑ Basic understanding ❑ Not confident

Topic 1 | Prepare to create a presentation

1A   Use safe work practices
1B   Determine the purpose, audience and method of presentation
1C   Identify the task requirements and use the best application

1A   Use safe work practices

Workplace safety is everyone's responsibility.

Both employers and employees must make an active contribution to ensuring their workplace is safe. Hazards need to be identified and risks assessed to reduce the risk of injury in the workplace. If you are working at a computer for an extended period of time each day, your workstation must be comfortable and designed to help you carry out your tasks efficiently. You will need to organise your work so that you are not doing a repetitive task for a long time and take regular breaks to stand up and stretch.

Health and safety policies and procedures

Health and safety policies and procedures are documents that ensure all employees work safely and effectively.

All workplaces in Australia are required to have a health and safety policy in place that describes the organisation's and employees' responsibility for maintaining health and safety. Workplace policies and procedures reflect the health and safety legislation and its legal requirements. They outline the specific health and safety requirements that must be addressed in the organisation.

The policy should include the organisation's goals and objectives regarding health and safety to help you fulfil your duty of care as an employee. This means eliminating risks to health and safety of yourself and your work colleagues wherever possible.

Flexible working arrangements means more employees are working from home offices or in other remote office locations. Employers still have a responsibility to make sure that home and remote offices use ergonomic practices and follow health and safety requirements.

Here is an example of an organisation's health and safety procedures related to working in an office and using a computer workstation.

Health and safety procedures outline:

- workstation ergonomics (design and efficiency for work)
- standard safety precautions and housekeeping (checking for hazards)
- safe handling of hazardous substances, e.g. cleaning products, photocopier toner, etc.
- emergency and fire drills
- hazard identification and risk control (reducing or eliminating the risk)
- manual handling (lifting, pushing, pulling without causing injury)
- emergency contact numbers, including local doctors and hospitals
- location of first-aid equipment details of first-aid officers.

Standard precautions

Standard precautions include ergonomic practices, workstation design, enforced breaks and regular exercise routines. A workstation includes a computer, monitor, keyboard, mouse, desk and chair.

Workers in an office are expected to follow standard precautions when using a workstation, particularly at a sit-down desk. The repetitive movements and sustained body positions associated with using a computer can be a hazardous task and place the worker at risk of developing muscular pain or damage or repetitive strain injuries (RSIs).

Muscular-skeletal disorders arise due to two main factors:

Gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs through repeated or continuous use of the same body parts, including static body positions

Sudden damage caused by strenuous activity or unexpected movements, such as when loads being handled move or change position suddenly

Equipment and systems safety checks

An important part of your daily work routine is to check the various systems and equipment you use during the day to make sure they are in good working order.

Your organisational policies and procedures should include steps to follow. You may need to perform this procedure at the start of your work day or at specified intervals throughout the day.

Workstation safety procedure/checklist:

- ❑ Ensure your seat is positioned in front of your computer and that you can reach your keyboard comfortably.
- ❑ Position the monitor out of direct sunlight and at the correct height.
- ❑ Ensure the environment is dust-free.
- ❑ Ensure cables are secured so no one trips over them.
- ❑ Use blinds and window coverings to reduce glare and heat at your workstation.
- ❑ Ensure temperatures do not exceed 26°C and that humidity is between 40 and 60 per cent.

Ergonomics

The aim of ergonomics is to reduce the risk of accidents, injury and illness by applying safe work practices.

Ergonomics is about creating comfortable working conditions by adapting workstations, tools and equipment to an individual worker's needs. It also improves performance and productivity in the workplace. Ergonomics covers all aspects of working, from physical stresses such as sitting at a workstation all day to environmental factors such as noise, air conditioning and lighting.

When your posture is poor, you may suffer from aches and pains. Spending a long time in the same position can put stress on your body and this can be made worse if you are in an uncomfortable or poorly supported position. These symptoms may be very slight at first, but if you continue to have poor posture your symptoms may get worse and become intolerable. They may result in cumulative stress given the constant strain on your muscles, nerves or tendons.

When setting up your workstation, make sure your posture will not cause you pain or discomfort. The equipment you use needs to be adjusted to suit your body shape and size, and the tasks you are doing.

Ergonomic workstation design

How your workstation is designed can affect your health and wellbeing.

Several physical problems can result from poor workstation design; for example, lower back strain may result from sitting in a chair that does not support your back. Some features of the workstation may vary depending on the type of computer work being performed.

Below are some guidelines for setting up an ergonomic workstation.

Chair

- Adjust the seat height to suit your equipment. Feet should be flat on the floor, thighs horizontal to the floor and lower legs vertical.
- Adjust the backrest by raising it to the maximum height and then lowering it until it fits the curve of your lower back.
- The backrest should support your lower back, and may also be adjusted backwards and forwards. When seated in your usual working position, move the backrest until it has a gentle pressure on your lower back.
- There should be at least two centimetres of space between the front of the seat and the back of your knees. Armrests should be positioned so that they do not interfere with carrying out your work tasks.

Desk

- Keep your head erect when seated at your desk, and ensure that the surface of the desk is just below elbow height.
- If your desk is not height-adjustable, try to raise your chair so you are sitting at the correct height, and use a footrest, if necessary, to make up the difference. Ensure there is clearance between the lower edge of the desk and your legs, and between the front edge of your seat and your desk.
- If your desk is too low, you may be able to extend the legs. You should have plenty of leg space underneath your desk. Remove bags and bins, as your legs may become cramped and your posture may become twisted.
- Position any equipment or materials you use so that you can reach them easily without twisting. For example, place frequently used stationery in the top desk drawer, and ensure your keyboard and monitor sit directly in front of you to avoid having to twist your body.

Keyboard

- The angle of your keyboard can be adjusted to suit you by moving the supports underneath it. Place the keyboard as close as possible to the front of your desk. Have your upper arms hanging freely. Your forearms should be approximately horizontal.
- While typing it is best not to rest your wrists, as they should not be bent up, down or to the side. The knuckle, wrist and top of the forearm should form a straight line. Wrist supports give you a place to rest your hands only when pausing from typing, not while you are typing. Do not pound the keys; instead, use a light touch. Leave enough room on your desk to put the keyboard out of the way when you are not using it.
- Don't place documents between yourself and the keyboard, as stretching will eventually cause muscle strain in your arms, shoulders and neck.

Mouse

- Place the mouse and mouse pad directly beside your keyboard on the side you prefer. If you use the mouse frequently, you could try to alternate sides. You will be surprised at how easy this becomes with practice. Your wrist should be straight and the desk should support the weight of your wrist, not your arm. Try to keep your wrist flat and rest your fingers on the mouse between clicks. Hold the mouse lightly. Don't hold onto the mouse when you are not using it.

Monitor

- Once you have adjusted your chair and desk, you can position your monitor. Adjust it so that the top of the monitor is level with or slightly lower than your eyes. If you can't adjust the monitor to the correct height, place it on a platform.
- The viewing distance should be between 40cm and 70cm. The screen angle should be adjustable between 85 and 125 degrees. It is best to position the screen so that you can clearly read the text without having to lean forward, twist your neck or look upwards. A relaxed viewing angle is approximately 35 degrees. Place a document holder beneath or beside the monitor at the same viewing distance as the screen.
- Also take surrounding factors into consideration, such as reflection, glare and shadow, when positioning your screen. You may need to use an anti-glare filter, if necessary.

Desktop layout

Items on your desk, including equipment and resources, should be arranged so they are within easy reach.

Your desk area can be divided into three zones:

- the optimum reach zone – the area closest to you, where your hands operate most of the time
- the maximum reach zone – items are further away, but still close enough to reach comfortably
- the outer reach zone – where you may have to bend forward or stand to reach items.

Make sure your desk is organised so that frequently used objects, such as your keyboard, are close to you. Objects that are used less frequently, such as your phone, should be out of the way but still within easy reach. Other resources that are rarely used, such as folders, should be in the outer reach zone.

The following office equipment help maintain good posture at your workstation:

Document holders

- Document holders are designed to hold papers and reference material in a convenient position for viewing.
- Place the document holder at a similar level, angle and distance as the screen to avoid having to shift your eye focus.

Angle boards

- Angle boards allow the user to maintain the correct posture when reading by reducing the angle between the work surface and the user.
- These supports can be adjusted to a suitable height and angle, and enable comfortable reading with the neck correctly positioned.
- Try to keep your neck as straight as possible when you are reading.

Footrests

- A footrest may be necessary if you can't place your feet comfortably on the floor.
- Footrests allow your feet to rest at the correct height and on a tilting angle, which prevents strain on the lower back.

Headsets

- If you use a telephone for long periods of time, use a headset. A headset will keep your neck straight and your arms free.
- Headsets prevent you from bending your neck to support the telephone handpiece.

Standing desks

Standing provides an opportunity for your body to move and adjust, it also involves more muscular activity than sitting.

Some of the health benefits of standing include:

- alleviating back pain and other repetitive strain injuries by greater use of core back muscles to support the upper body
- increasing focus, alertness and activity level by releasing restless energy
- reducing the risk of developing cardiovascular disease, diabetes and blood clots, which can be caused by prolonged sitting.

It is recommended that you start using a standing desk gradually by alternating between sitting and standing. Using a standing desk for hours on end requires your body to adapt. You may experience sore feet, tired legs and fatigue at first. Wear comfortable shoes and use an anti-fatigue floor mat to help counteract this.

Ensure you have an ergonomically designed standing desk so that you maintain correct posture while working.

Standing desk recommendations:
▪ Position arms at 90 degrees when standing.
▪ Place the computer screen at eye level and tilt it slightly upwards.
▪ Place the computer monitor at least arm's length away.
▪ Keep your back straight and avoid leaning on the desk.

There are several things you can do to ensure a safe, comfortable and hazard-free workplace.

Lighting	• You need to see clearly in order to work effectively. Shifting the screen angle, adjusting blinds, altering the brightness settings on the screen and using desk lamps can reduce risks associated with poor lighting. Try to use natural sunlight rather than artificial lights if possible. If not, keep bulbs and fixtures clean, focus light on your task and use fluorescent lights to minimise eye strain and headaches.
	• Poor lighting may lead to the following hazards:
	– Glare – A computer screen positioned in front of a bright window can be difficult to see.
	– Flickering lights – A fluorescent light may malfunction, causing annoyance, irritation and even nausea.
	– Inadequate lighting – Reading in dim light can cause eyestrain.
	– Shadows – Shadows shifting across your work area can cause you to sit with bad posture in order to view your work.
Noise	• Noise is a problem if it disturbs or distracts employees, causes stress or interferes with communication or work.
	• Many offices are open-plan, often with employees seated close to each other and divided by partitions at chest or head height. Think about noise levels when you set up your workstation. Remember, people in open-plan offices still require privacy when they are on the phone and carrying out their day-to-day tasks., so be sure to factor this in when establishing your workstation.
	• Noise can also be a problem outside conventional workplaces, such as on factory floors and at construction sites. You may have to wear ear protection if you are required to work in an excessively noisy environment.
	• There are many ways that noise can be controlled in the workplace. Examples include:
	– noisy machines can be put in a separate room or area
	– sound-absorbent materials such as carpet and partitions can be installed or arranged to deflect and absorb noise
	– the volume level on your speakers can be adjusted
	• Remember that noise is only a hazard when it is stopping you from working productively, comfortably or safely. Many people prefer to work with low levels of noise rather than complete silence.
Airflow and heat	• Heating and cooling systems may be hazardous due to poor-quality air or inadequate temperatures.
	• Air-conditioned offices often do not have enough fresh air from open windows. The air quality may need to be adjusted by allowing more fresh air inside or by improving the ventilation system.
	• Additionally, office workers frequently complain of being too hot or too cold. If a person's desk is near an air-conditioning outlet, the area around their desk can be much colder than elsewhere in the office. This situation can usually be corrected by adjusting the heating/air-conditioning settings.

Vary your activities

Plan your daily tasks so you aren't doing repetitive work for long periods of time.

Having well-planned working area is pointless if you don't organise your work in a way that prevents discomfort or pain.

Your work role may involve several different tasks. Some tasks may be repetitive, such as typing up reports or entering data. If you are able to vary the tasks you carry out each day, this will help to prevent repetitive actions that cause stress to your body. For example, if you have to enter a lot of data, break up the repetitive nature of the task by discussing a project with a colleague, doing some research online or doing another work task.

You should also take regular breaks. Employees are entitled to take rest periods throughout the day, including tea and lunch breaks, to reduce stress and fatigue.

Take exercise breaks

Using computers for too long without breaks has been associated with back and neck pain, headaches, migraines and eyestrain.

Try the following exercises several times a day and encourage your colleagues to try them too. Make sure you are relaxed and stretch gently, without overstretching. Stop if you feel any pain or discomfort, and remember to exercise both sides of your body. Most importantly, breathe deeply and evenly throughout the stretch.

- Neck: Turn your head gently to look over your right shoulder. Hold for 10 seconds. Now roll your head forward to look over your left shoulder and hold for 10 seconds. Repeat several times.

- Shoulders: Sitting with a straight back and neck, roll your shoulders forward, then back. Repeat several times.

- Wrists, hands and arms: Interlacing fingers, turn your palms upwards. Now lift your arms over your head and stretch, leaning gently to the left and then to the right. Repeat movement several times.

- Upper and lower back: In a standing position, place your hands in the small of your back. Gently arch your back and hold for 10 seconds. Repeat when needed.

- Shoulders and arms: Stretch your arms above your head, cradle your elbow with your hand and gently pull your elbow behind your head. Repeat on the other side, holding the stretch for 10 seconds.

- Eyes: Every 20 minutes, look away from the screen. Focus on a distant object (more than three metres away).

Practice Task 1

Question 1

Below is a sample checklist to follow when setting up your workstation.

Read the checklist and make any necessary adjustments to your work area or equipment. You can ask another person to help you and check your posture. If you are not able to tick some of the checkpoints, discuss making alterations to your workstation with your manager.

Chair
❑ Is the seat height-adjustable?
❑ Is it high enough to allow you to sit comfortably at the keyboard?
❑ Is it stable?
❑ Does it swivel?
❑ Is the height of the backrest adjustable and does it tilt backwards and forwards?
❑ If it has arms, can you still get close enough to the desk and swivel the chair?
❑ Are your feet flat on the floor or are you using a footrest?
❑ Are you sitting up straight with the backrest firm against your back?

Desk
❑ Is it large enough to allow the screen and keyboard to be correctly positioned?
❑ Is it low enough to allow you to keep your forearms horizontal or sloping downwards?
❑ Is it high enough to allow your thighs to fit comfortably underneath?

Keyboard
❑ Can it be tilted to allow you to adjust it?
❑ Are the symbols on the keys clear and easy to see?
❑ Is there sufficient space in front of it to allow you to correctly position your arms?

Monitor
❑ Does the monitor have easily adjustable brightness and contrast controls?
❑ Is the image on the monitor stable and flicker-free?
❑ Are there adjustment mechanisms to allow the monitor to be tilted, swivelled or raised to avoid glare and reflections, and help you keep a natural and relaxed posture?
❑ Are you sitting far away enough from it for comfort?

Question 2

Give one example of the purpose of an ergonomic policy?

Question 3

Give four examples of ergonomic procedures you should follow before starting work at your computer desk.

Question 4

Provide two examples of good ergonomic practices you should follow when producing a large document that you know will take many hours of keyboarding to complete.

1B Determine the purpose, audience and method of presentation

The purpose, audience and method of your presentation will influence its content, organisational requirements, style and layout.

You may be required to produce a presentation for an event and collaborate with another person, such as the author of the information or a specialist speaker. Your communication with this person will determine the decisions you make when planning and developing the presentation.

Purpose of the presentation

Before you begin, you need to know what your electronic presentation is about.

Ask questions to make sure you understand what your presentation is about. You should be aware of the intended message; that is, what you want your audience to know. Your ability to explain clearly with words, text and graphics determines how clearly your message comes across. Start by writing a precise statement of the purpose of your presentation; for example, 'I have to explain new health and safety regulations to my colleagues'.

Storyboards

Creating a storyboard can be a good way to help you understand the purpose of your presentation.

A storyboard is basically an outline of the major points. It should provide a general idea of where text, pictures or charts will go and the order in which you will present them. You can quickly sketch a storyboard by hand on paper. Identify items that need to be presented earlier or later in the final presentation. Look for the most logical flow, or order, for the information.

You can show your storyboard to the author or presenter and discuss if you have presented the information in the best order.

Title → Topics of discussion → Topic 1 → Conclusions
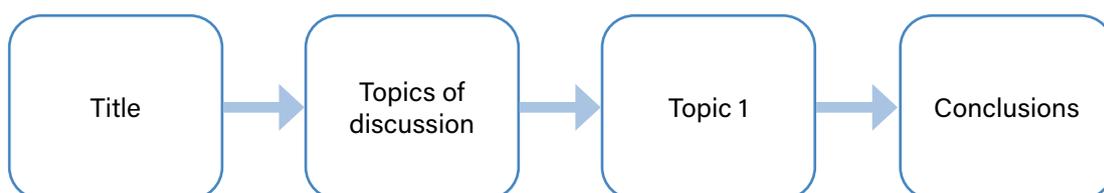
Audience

Find out who your audience is and what their information needs are; for example:

- Is it an internal or an external client?
- Does the group all come from the same department/site or do the same job?
- What will they need to do after they have seen the presentation; for example, will they need to practise a task or skill as part of your planning?
- Are there any people with disability or cultural issues that should be considered when delivering the message?
- What sort of presentations worked best for the group previously?

It is also important to find out what level of expertise your audience has on your topic. For example, if the information is new, don't include technical language , because it may confuse and bore your audience.

Method of presentation

The method you choose must suit the purpose of your presentation and the audience. It should hold the audience's attention and ensure that your information is easy to understand. You need to consider the best method to present information to your audience.

Here are several different ways to give a presentation.

Face to face

Presenting information face to face to an audience, such as at a seminar or a staff meeting.

Specialist speaker

Engaging a specialist speaker/demonstrator for all or some aspects of the presentation.

Self-running

Choosing a 'self-running' mode, such as a looped video that runs continuously on a TV monitor at an exhibition stand.

Self-paced

Designing a presentation for people to use themselves, such as at a conference, training session, or in their own time at their desk. It can be viewed when the participant chooses to watch the presentation. It may include activities to assess their understanding of the tasks or material.

Online

Setting up the presentation on the internet or the organisation's intranet. This allows for tracking and ensuring information has been accessed by staff or others wherever they are located.

Practice Task 2

Read the case study, then answer the questions that follow.

Case study

Kate works as an office administrator in a large organisation. Her manager asked her to prepare an electronic presentation for external clients that explains their upcoming projects, which will be viewed at the upcoming board meeting.

Kate assumed the clients already knew a lot about the projects and focused her presentation on the financial costs of each project. . The clients were asked to look at the presentation individually when they had time in the days leading up to the board meeting.

On the day of the board meeting, Kate set up a computer with a digital projector in the boardroom, only to discover that the clients had no prior knowledge of the projects and wanted a broad overview.

Question 1

Give two examples of how Kate could have been better prepared before producing the presentation.
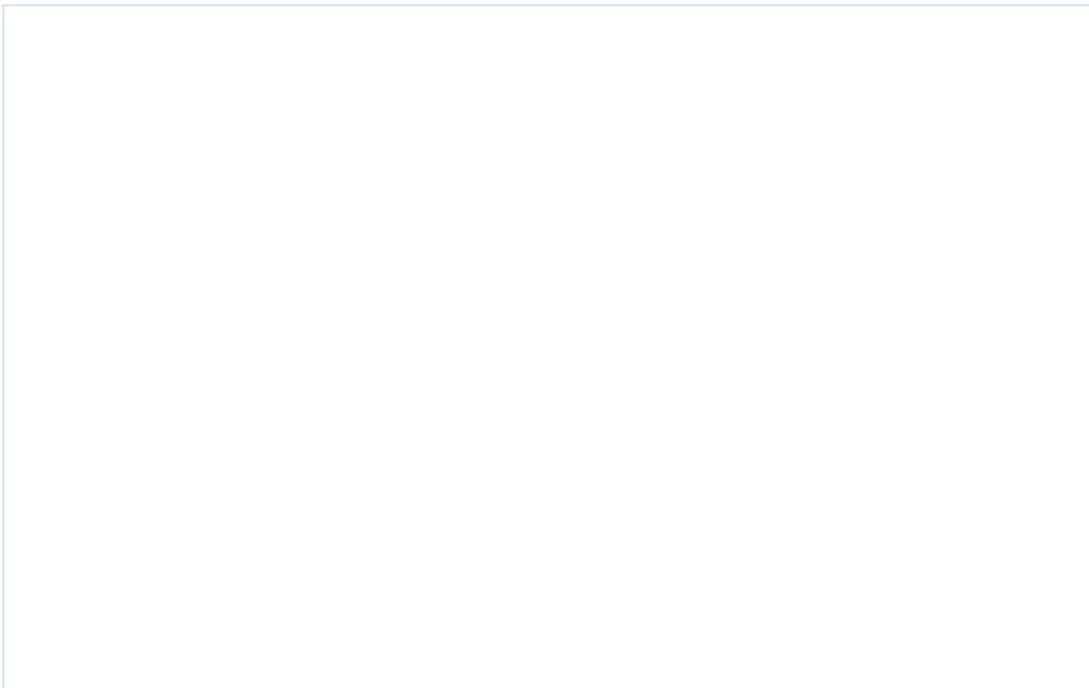
Question 2

What are the consequences of Kate's poor planning?

Question 3

Suggest three possible presentation methods Kate could have chosen.

1C Identify the task requirements and use the best application

In business, procedures ensure timelines are met and a consistent organisational style is achieved.

Procedures ensure that documents have a consistent style and image so that customers and business associates will instantly recognise it as belonging to your organisation. Each time a client has contact with an organisation, they form an opinion based on the documents or other information they receive.

Policies and procedures are used so staff will have clear guidelines to follow, including style guides and templates for producing documents, such as using a clearly defined and documented style guide.

Conforming to organisational requirements will also ensure you are able to complete your work in an efficient and timely manner. It is very frustrating to spend hours working on the design of a document, only to find it does not meet requirements. Speak to a colleague or your supervisor if you are unsure.

Common organisational requirements

The requirements appropriate for one organisation may not suit another; for example, a law firm's requirements would be different from that of a sports equipment retailer.

Most organisations outline document production procedures and guidelines either in their policies and procedures manual, or in an in-house style guide. A style guide will provide details of the way the organisation wants its document to be structured.

Your supervisor can assist you to find the correct template, identify where the style guide is stored and rules about its use.

The way you work and collect information will be determined by the policies and procedures in which you operate. For example, your organisation may have guidelines about how to communicate with external clients or the way information can be shared.

You must also be informed of any legislation that may apply to the information in your presentation. For example, copyright rules when accessing someone else's ideas or original work such as an image or design. The author has the right to determine the conditions this work can be used by others.

You may need to confirm your actions with a supervisor to make sure you are following correct procedures for gathering information.

To prepare appropriate documents for your organisation, you must follow established guidelines and procedures for production.

Established procedures may include:
• using templates • including the organisation's logo or version control in the footer • referring to the organisations style guide • observing copyright legislation that restricts the use of someone else's work • delivering the content in the required format.

Equipment for completing the task

You need to use equipment, such as a computer or laptop, monitor, projector, keyboard and mouse, to deliver an electronic presentation. The following provides some more information about equipment you might use.

Data projector or display monitor	• A digital projector can be attached to a computer or tablet to project the display onto a larger screen. A data projector is commonly used for PowerPoint presentations, but it can be used to display almost any digital multimedia. Large digital monitors or televisions can be used instead of a projector via direct cabling or through a local area network, Wi-Fi network, internet or other wireless technology such as Apple TV. Always test the equipment before the presentation and ensure that the presenter is competent in using it.
Digital pointer or annotation pen	• When presenting information you might want to draw attention to an important point on the screen. A handheld digital pointer can help you do this. • PowerPoint and a variety of other computer and tablet applications have freehand annotation tools that allow the presenter to write on each presentation slide during the presentation. This can add or draw attention to existing information.
Sound equipment and visual monitors	• Audio speakers are often required even in smaller rooms, particularly if your presentation has a video clip or uses sound effects. Sometimes in a large venue it is necessary to install a background screen or extra screens around the room so that all participants can see a visual display clearly (without straining) by looking towards a stage area.
Network/internet access	• To illustrate certain points you can provide a hyperlink to a video. This may require you to arrange with your IT department to access logon privileges.
Microphones	• You may consider the use of a handheld microphone to help the audience participate fully. Assistants can be organised to minimise delays and avoid reducing the impact of the session. A lapel microphone can be used for the speaker if they are not using a lectern and standing in one place while they present information.

Speaker notes and handouts	- Having a hard copy of the presenter's notes, internet documents or audience handouts can add value to an electronic presentation. - You may have to write speaker notes or handouts for a presentation that you are giving. Speaker notes are thumbnail sketches of each slide to be displayed. They help the presenter remember the important points on each slide. This helps the verbal presentation run smoothly. - The audience may also require handouts to repeat or add to information from the presentation. Handouts can be formatted in a variety of ways and can contain your notes and a space for the audience to add their notes. - Handouts can also be provided in digital format either before or after the presentation. With the advent of smartphones and tablets, many people consider an electronic version to be preferable as it reduces paper wastage and is easy to store and access from a mobile device.

Selecting a suitable application

The most commonly used software for presentations is Microsoft PowerPoint, although some organisations prefer to use other programs.

The examples given in this learner guide are based on PowerPoint 2019. Earlier versions will be similar in how they work, although there may be some differences in the appearance of the screens.

The choice of application will depend on a number of factors, such as the cost of the software which may come as part of a package. For example, Microsoft Office 365 contains Word, Publisher, Outlook and PowerPoint, as well as a range of other programs. The application you are required to use may also depend on the platform used by the business, which may be based on the nature of the business and the available resources. For example, an organisation may predominantly use Microsoft software, but may also have one or more Apple computers with other software installed.

The following table outlines some of the key features of different presentation software programs.

Presentation software	Key features
Microsoft PowerPoint	- Available as desktop software, online application and mobile app - Able to access external data sources such as photos, images, charts, animation, cinematic motion, 3D models and icons - Provides various templates - Allows cinematic transitions and effects for objects and text - Able to communicate with other Microsoft Office programs, including Word and Publisher

Presentation software	Key features
Prezi	▪ Provides templates in themes of template styles ▪ Flexibility in the organisation and presentation of slides through a digital map ▪ Keeps track of who is viewing the presentation and what slides they are interested in ▪ Available as desktop software, online application and mobile app
Keynote	▪ Cloud-based, where multiple users are able to work in the document at once to collaborate on tasks ▪ Provides various templates ▪ Able to access external data sources such as photos, image galleries, equations, charts, and a library of over 600 customisable shapes ▪ Available as desktop software, online application and mobile app ▪ Able to communicate with other Apple programs such as Apple Pencil ▪ Compatible with Microsoft PowerPoint ▪ Allows cinematic transitions and effects for objects and text
Google Slides	▪ Cloud-based, where multiple users are able to work in the document at once to collaborate on tasks ▪ Available as desktop software, online application and mobile app ▪ Keeps track of revision history ▪ Coverts PowerPoint files to Google slides ▪ Variety of templates available

There are many organisational and reporting requirements, which will be outlined in organisational policies and procedures. This information may be used to determine the resources available to the company, including the specific software they can use. Be aware of the spreadsheet software used in your organisation, and ensure you follow organisational policies and procedures.

Practice Task 3

Read the case study, then answer the questions that follow.

Case study

Phuong works as an administrative officer for a local council. She has recently moved into a different department and is looking forward to the change. Phuong has been asked by her supervisor to create a presentation with accompanying handouts that summarises the number and types of small businesses in the area. She has also been asked to set up the presentation room. Phuong is familiar with creating presentations using the software; however, she is not sure how to find out the information to include in the report.

Phuong speaks with her supervisor to clarify what is required. Phuong's supervisor explains that a report is completed annually, so she should be able to access last year's presentation from the network drive. However, her supervisor is not sure of the file name or where it has been saved. Her supervisor suggests that she follows the same layout and presentation as last year's report, although she will need to update the logo.

Phuong's supervisor explains the presentation is required at the next management meeting, one week from today. She would like to see a draft a week prior to review the information. Once approved, fifteen copies of the handout need to be produced.
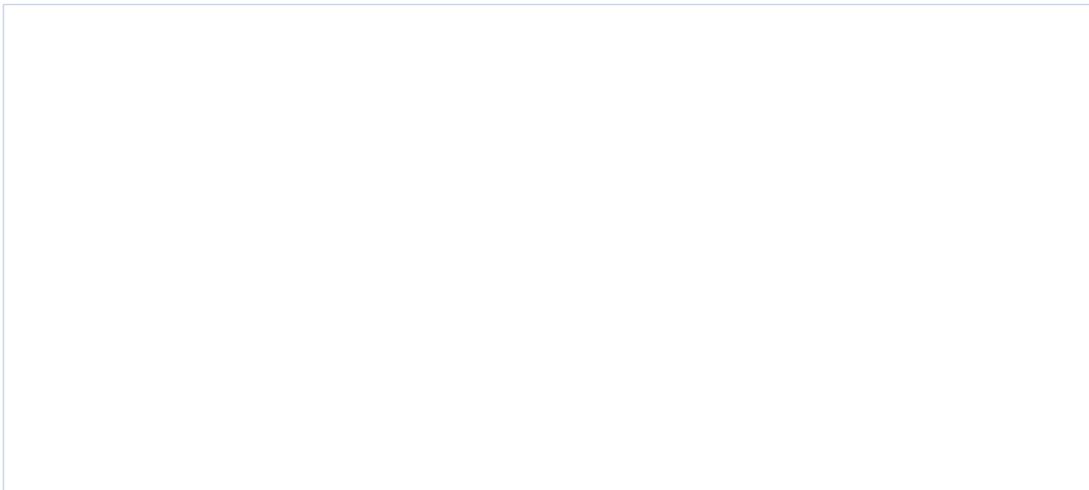
Question 1

What is Phuong's task?

Question 2

What does Phuong do to clarify task requirements?

Question 3

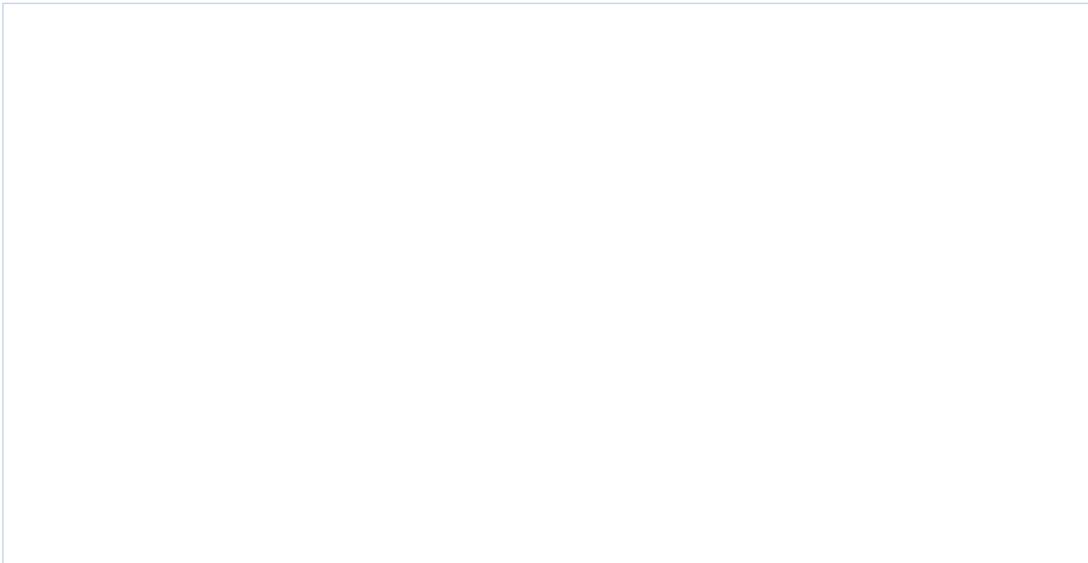What equipment will Phuong need to complete her tasks?

Summary

- The aim of ergonomics is to reduce the risk of injury by applying safe work practices.
- Your work environment can be organised in accordance with ergonomic requirements by adapting workstations, tools and equipment to meet your needs and ensuring a safe, comfortable and productive work environment.
- Organise your work tasks to ensure you have a balance of repetitive and other activities, regular rest periods and exercise breaks.
- The factors that are important for your planning include the purpose, audience and method of presentation. These influence the content, organisational requirements, style and layout of the presentation.
- A storyboard will help you plan and outline the best order of information in the presentation.
- Find out about the audience and what their information needs are so the presentation you develop will be more successful.
- Consider the most useful method for the audience to receive the information and retain it, rather than assuming it will be enough if they've seen it.
- Procedures ensure that documents have a consistent style and image so that anyone receiving material from your organisation will instantly recognise it as belonging to your organisation.
- Many organisations have policies and procedures for staff to follow, including style guides and templates for producing documents.

Learning Checkpoint 1
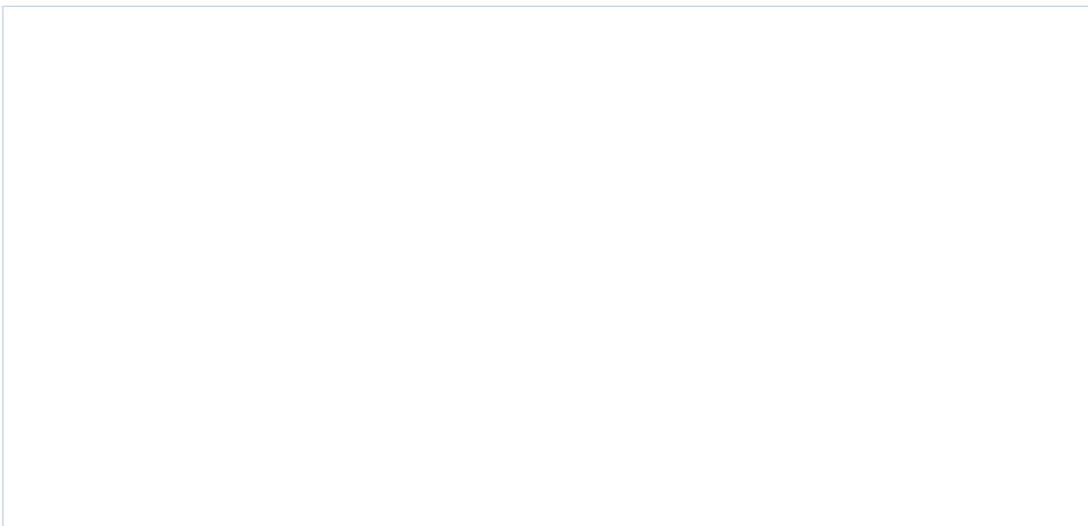## Prepare to create a presentation

Part A

1. For each of the following issues related to a poorly set-up workstation, suggest at least one solution that could help to prevent or relieve it.

    ▪ Sore neck and shoulders
    ▪ Sore back
    ▪ Sore wrists
    ▪ Eye strain

2. List four types of office equipment (other than a chair and desk) that can be used to set up an ergonomic workstation.

3. Outline one procedure that can be used for the preparation of presentations.

4. Select true or false for each of the following.

a) Confirm the purpose of the presentation with the content author or presenter before you begin planning the presentation. » True   » False

b) Handouts are useful for providing the audience with some notes so they can recall important points from the presentation. » True   » False

c) An audience will usually have the same level of expertise in the topic as you, so you should pitch your presentation to the content you are comfortable with. » True   » False

d) If you know how to use a computer, you will be able to use a data projector. » True   » False

5. Choose two pieces of equipment needed to make or share a presentation. Briefly outline the features of each of these items of equipment.

6. Briefly outline the main features of two different types of software applications used for presentations.
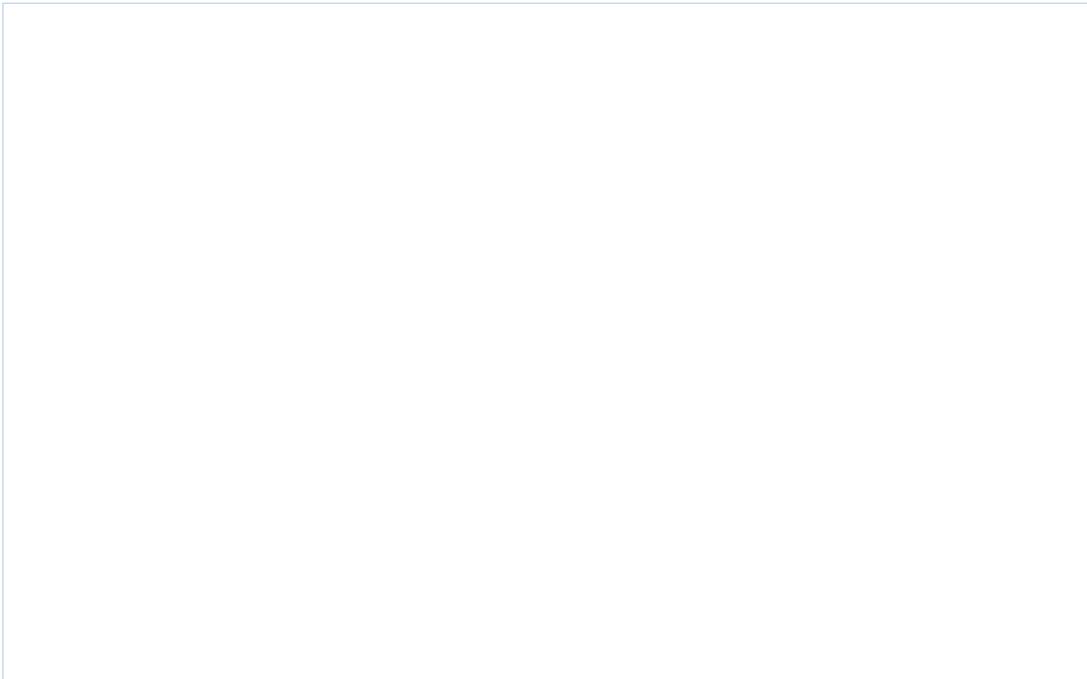
Part B

Read the case study, then answer the questions that follow.

Case study

Angelina works in an office and is responsible for answering customer enquiries over the phone and redirecting the calls to relevant personnel. Most days, Angelina's manager gives her urgent work in the afternoon that needs to be completed that day. Her timelines are always very tight, and she often finds that she has to work during her lunch hour and for an extra half hour in the evening. Angelina often finds that work is often just dropped on her desk, which makes her desk disorganised and difficult to use. She can't adjust her chair to suit her body, and the phone cord is too short for her to reach without stretching. Angelina often finds she is cold as her desk is close to the front door of the office.

1. List at least three unsafe work practices Angelina experiences.

2. Suggest a solution for each of the unsafe practices you listed above.
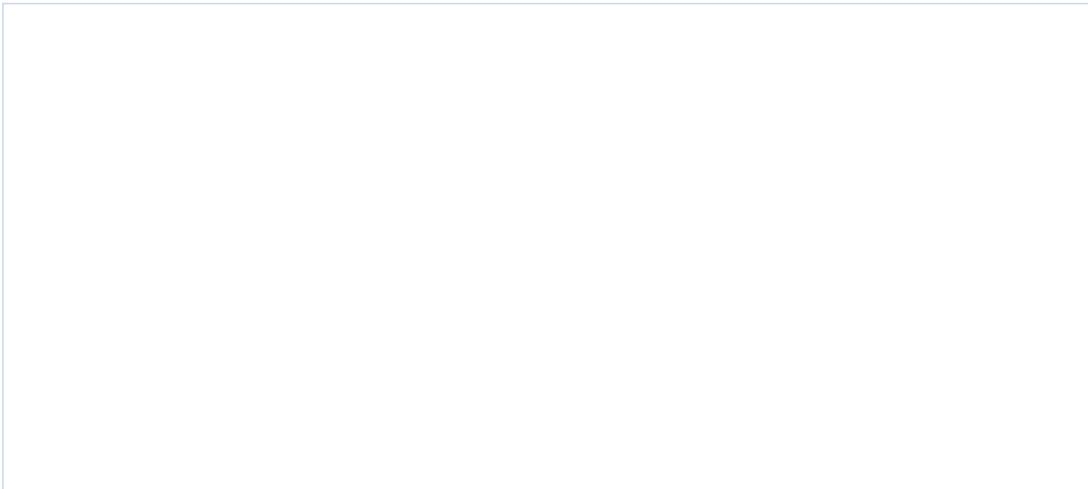
Topic 2 | Create presentations

2A   Follow task and organisational requirements

2B   Use software functions

2C   Add balance and visual impact

2D   Use features to customise for the audience

2E   Overcome issues using help functions

2A Follow task and organisational requirements

Whatever your work task, you will always have to work within a designated timeline.

Always find out when the presentation is required and plan the task to work out how long it is likely to take. Careful planning means there will be no last-minute panic. If you are developing an electronic presentation for someone else, always ask when a draft of the material is required. The presenter will generally want to rehearse the material. This might result in further amendments or adjustments.

When planning your presentation, consider the purpose of the presentation, the audience and the presentation method you will use.

Here is a review of the information you need to start planning the presentation.

Purpose	- What is your presentation about? - Why is it needed? - If you are in the workplace, discuss the purpose with your manager.
Audience	- Clarify the audience for your presentation; for example, colleagues at work or fellow students. - Once you identify your audience, decide how much they already know about the subject you have chosen. This will help you determine how complex the content of your presentation should be.
Method of presentation	- Will it be shared online or face-to-face in a meeting? - Does it require speaker and handout notes?

When this information has been clarified, you can prepare the content of your presentation using a storyboard. Here is an example:

- Slide 1   Title page with graphic
- Slide 2   Introductory page, bullet points for three major topics
- Slides 3–5   Content for topic 1
- Slides 6–8   Content for topic 2
- Slides 9–11   Content for topic 3
- Slide 12   Conclusion

Corporate image

When creating a presentation, you need to be aware of your organisation's preferred style.

There may be particular requirements you have to follow. For example, you may have to include the company's logo in the top left-hand corner of the slide and use the company's corporate colours throughout. to create a consistent and professional image.

Companies can use different logos and variations on the designs for specific purposes, or for special areas of their company's activities. For example, one version of the logo may be used in an email signature and another on social media. Notes for the presentation may need to have a specific layout, or graphs may require a certain colour.

You may need to discuss this with a supervisor or the marketing and communications team to check which style is appropriate for a particular circumstance.

Organisational style guide

An organisational style guide will provide you with the specifications, instructions and design details for the format and final look of your presentation.

The purpose of the organisational style guide is to ensure consistency in the presentation and any documents produced by the organisation. This may include using standard templates or using the corporate letterhead or logos in appropriate places in your presentation.

Style guides may also outline rules for the type of words that are used in the slides, notes or handouts. For example, acronyms and jargon may be appropriate for internal staff, but may not be appropriate to be presented to customers or the general public.

Here is a list of other instructions included in a style guide:

Layout and design:

- All title and topic headings must be in Cambria bold, size 40 pt font in dark blue.
- All other headings must be Cambria bold, size 36 pt font in light blue.
- Body text should be Arial size 20
- All headings and body text should be left-aligned.
- Each slide should contain one picture, graph or SmartArt.

Numbers and dates:

- The date style is Day Month Year, e.g. 30 June 2001.
- Time should appear as 8am or 8.30pm.

Bullet lists:

- Each bullet point should begin with a capital letter and have a full stop at the end.

Abbreviations:

- Introduce an abbreviation by writing it out in full the first time, followed by the abbreviation in brackets. Just use the abbreviation after that.

In many cases, if a standard template is used, predefined styles will automatically appear in the slide. Clarify the use of style guides for your organisation with your supervisor and colleagues.

Presentation templates may include layout and design information such as:

- Header and footer size
- Heading details such as type and size of font
- Colour schemes
- Maximum or minimum font size
- Recommended font types
- Spacing of text and paragraphs
- Specific layout designs
- Location of company logo and slogans or other information such as version numbers
- Specifications on imported video
- Use of images, including sizes and dimensions

Style can also relate to sounds, music and overall content. All of these must align with the chosen corporate image and create a clear message to the audience about company values.

Example

Organisational style

Jenni has recently been employed as a marketing assistant for an ad agency called Impact. The company often uses presentations to communicate to the clients. Jenni will use the standard templates to prepare for a meeting, but she will need to change the colour scheme to reflect the corporate colours of the client.

Here is a sample of the electronic design requirements contained in the template that Jenni will need to use:

- The company logo should appear on the top left.
- The date should appear on the bottom right.
- One heading should be used per slide.
- All headings to be Arial and all text to be Times New Roman.
- All headings to be bold and in font size 24.
- All body text should be in font size 16.
- There should be approximately three bullet points per slide.
- Use square bullet points.
- Images must reflect and promote the content.

Practice Task 4

Question 1

Which of the following statements relate to presentations? Tick all that apply.

○ A company may have a logo used for each of their clients.

○ Style and layout guides help maintain a consistent corporate image.

○ Standard templates have predefined styles that automatically appear in the document.

○ Images are used to help make the audience laugh.

○ A style guide aims to create a clear message to the audience about company values.

Work to a deadline

Whenever you are given a work task, you need to determine a timeline for its completion.

A timeline is a plan for how long a task will take to complete. It also breaks the task into steps and details when each step needs to be completed by. Using a diary system and a to-do list can help you to prioritise tasks and keep on top of the timelines required for set tasks. For example, you may have to print hard copies of the handouts the day before the presentation so they can be delivered to the venue, or your organisation may require you to book in a printing job that may take a couple of days to be completed, e.g. printing double-sided and in colour.

In many cases, timelines are set and agreed with your stakeholders:

- Internal stakeholders are those that work at the same organisation as you, and may include colleagues in other departments, managers and supervisors.
- External stakeholders are those that are outside the organisation, including customers and suppliers.

Often your manager or supervisor will give you a deadline for completing a set task (e.g. prepare a draft letter by 2pm). Alternatively, you may have deadlines for completing regular work tasks, e.g. completing a monthly sales report or sending letters to customers who are overdue in paying an invoice by a certain number of days.

Meeting a deadline demonstrates your competency in undertaking tasks and demonstrates your professionalism. Make sure that when deadlines are set, they are both achievable and realistic.

If you have concerns that a deadline might not be met or you have conflicting work priorities, discuss this with your manager or supervisor as soon as possible. They may be able to assist you by suggesting how the deadline can be met or agreeing to adjust the timeline for the task.

Preparing presentations will become less problematic once you are familiar with the requirements of your organisation.

The following table is an example of a useful planning checklist.

Task	Deadline	Requirements	Tick when completed
Prepare an electronic presentation for Kyle for the board meeting.	10 May	- Follow order outlined in storyboard. - Use organisational style guide including company logo and colours in headings and banners. - Use Arial bold for headings and Times New Roman for text. - Draft ready by 7 May for rehearsal. - Print 17 copies of handouts after final review.	

Practice Task 5

Question 1

Number each step from 1 to 6 in the order you would follow to plan a presentation.

◯   Prepare slides.

◯   Complete final presentation.

◯   Discuss the purpose and method of the presentation with a manager or author.

◯   Review key points with the author.

◯   Put storyboard together to outline key points.

◯   Review slides with the author.

Question 2

If your manager made some new demands for the presentation at the last minute, what might be the effect on your work?

2B Use software functions

To design a professional and interesting presentation, you need to learn about the various software applications and features available to you.

Although there are many different systems for producing presentations, this Learner Guide will primarily focus on PowerPoint 2019.

Here are some of the functions you will be able to use to develop your presentation using PowerPoint:

- create a slide show
- apply a design template
- add content to slides
- write or draw on slides
- apply a style to slides
- create handouts and speaker notes.

Check the readability

It is easy to overuse many of the features and functions available in PowerPoint software.

If your electronic presentation is too busy, it can distract your audience from the content and message. Try to keep the presentation clear, concise and easy to view on the screen. Your handouts will be a useful reference for the audience and can be used to expand on information if necessary.

The font size used in a presentation is larger than the font used in a regular Word document to allow people to view it from a distance. Projecting the slideshow onto a wall or screen allows for a good size magnification and improves readability.

If the content of your presentation is 'heavy going' for your audience(e.g. it has a large amount of words and details), you can help to break up the content with an image or quote relevant to the subject being delivered; you may also use a chart or diagram. This will enhance readability and maintain the interest level of the participants.

Always keep the audience in mind when making design decisions. For example, consider whether the presentation needs to be formal and professional to share with customers or clients.

To improve the readability of your presentation, avoid:

- heavy or dark colours
- not enough colour contrast between the main text and the background
- distracting animation of words or illustrations
- irrelevant illustrations or images that don't relate to the content
- multiple transitions either within a slide or throughout the whole presentation
- dominant background
- overuse of sound
- too many words per slide
- too many small or varied fonts.

PowerPoint functions

Before you start to design your presentation, you should become familiar with some key PowerPoint functions and terminology.

PowerPoint uses slides to build an electronic presentation. A slide is a single frame in a presentation and a presentation comprises a group of slides. Look at some of the functions listed below.

Placeholders	Boxes with dotted lines that appear when you create a new slide. This is where you add your text or content, such as an image or chart.
Slide master	Allow you to change the style of text and have the style reflected throughout the whole presentation.
Notes master	Allow you to create notes that accompany your presentation.
Importing	Allow you to import information from other applications such as Microsoft Word or Excel, as well as images or graphics.
Handout master	Allow you to create handouts to go with your presentation.
Colour schemes	Provide a selection of background colours that you can apply to your presentation.
Templates	Offer colour schemes and text formatting to design a presentation with a particular look. You can alter the colours and text formats chosen within the template itself.
Hyperlinks	Allow you to create a link in the presentation to another slide in that same presentation, or to another software fil, website, video etc.

Practice Task 6

Question 1

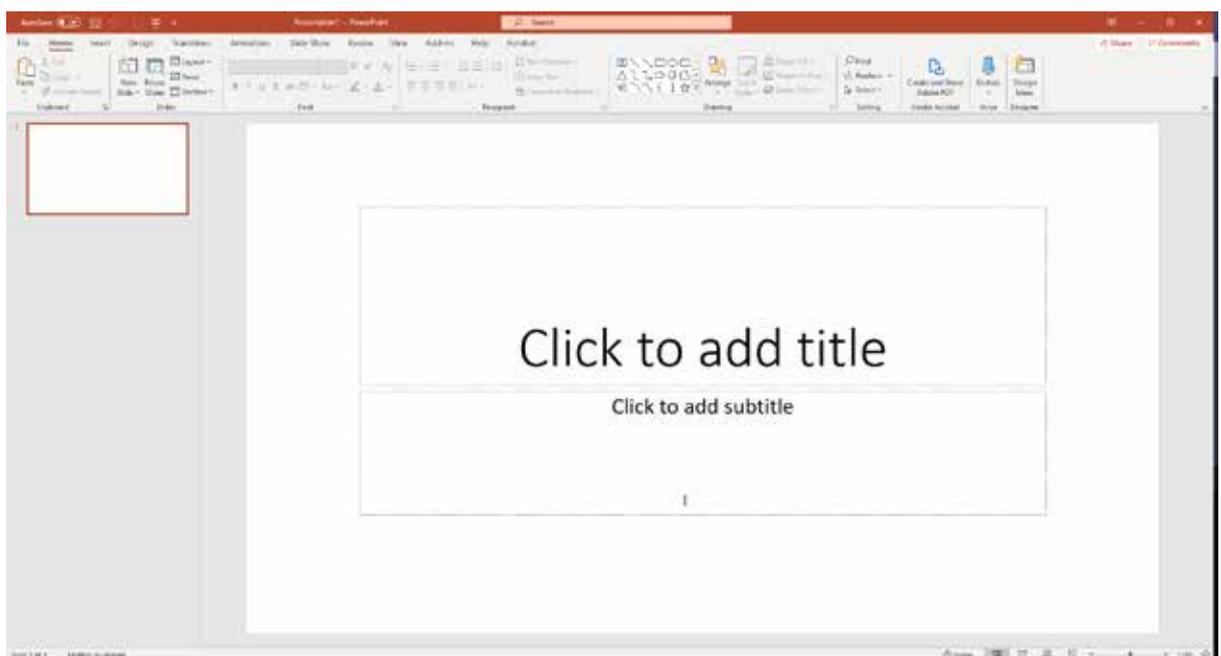Which of the following statements relate to avoiding distractions in a presentation? Tick all that apply.

○ Keep text simple and use notes for additional details.

○ Check readability by testing that the size of the font is suitable.

○ Use lots of images and charts to brighten up a slides and add interest.

○ Make sure there is a contrast between the main text and the background.

○ Research the latest music hits to use as a part to the slides.

Question 2

Use PowerPoint to create a slideshow for your presentation by following these steps.

1. Open a blank presentation in PowerPoint. Select a layout for your slide by selecting the **Layout** drop-down menu in the **Home** tab. The option below is for a title and subtitle to be used.

2. To add content, simply click inside the placeholder (rectangular box) and enter the text you want.

3. To add additional slides that you need for your presentation, click New Slide in the Home tab.

4. To style a slide, select the Design tab from the ribbon and choose the slide style best suited to your organisation and the content.

5. Save your presentation using a suitable name.

Applying and creating templates

Templates store design information that you can apply to a presentation to consistently format the content on all slides.

When you create a template in PowerPoint, you create a .potx file that captures any customisations you make to a slide master, layout and theme combination.

Below is an example of a template.

This template contains placeholder content 'Autumn Photo Album'. It also contains formatting, colour, background and layout features.

Each template contains a slide master that must have at least one layout (but can contain more) for you to use in a presentation. While the template above was created by a designer, you can create a template by creating one or more masters, adding layouts, then applying a theme.

To create a template, go to the **Design** tab. If you want to use a default slide master, choose one from the designs shown at the top of the screen.

Note: If you want to add another slide master or create a new slide master, refer to PowerPoint help menu search feature by typing 'create new slide master' into the space next to the magnifying glass icon. This will take you to this topic and other recommended topics with instructions to follow.
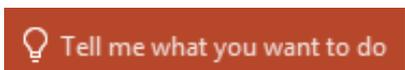
Apply a layout by using the standard layouts that are built into PowerPoint 2019. If you want to customise your layout, refer to 'layout' in the help menu.

Once you have finished creating a template, go to the **File** tab, and then click **Save As**. Choose where you want to save the file. In the **File name** box, type an appropriate file name. In the **Save as type** drop-down menu, click **PowerPoint Template**, then click **Save**.

Background styles

Background styles are background fill variations from different combinations of theme colours and background intensities in the current document theme.

Theme colours, theme fonts and theme effects make up a theme background. A theme may be applied to a file as a single selection.

Click on the relevant slide to add a background style to your presentation. To select multiple slides, click the first slide on the left, then press and hold **Ctrl** while you select the other slides.


In the **Design** tab, click the arrow in the **Variants** group to open the drop-down menu. Hover over to **Background Styles** to view the options.

Right-click the background style you want, and then do one of the following:

- To apply the background style to the selected slides, click **Apply to Selected Slides**.
- To apply the background style to all of the slides in your presentation, click **Apply to All Slides**.
- To replace the background style for the selected slides and any other slides in the presentation that use the same slide master, click **Apply to Matching Slides**. This option is available only when your presentation contains multiple slide masters.
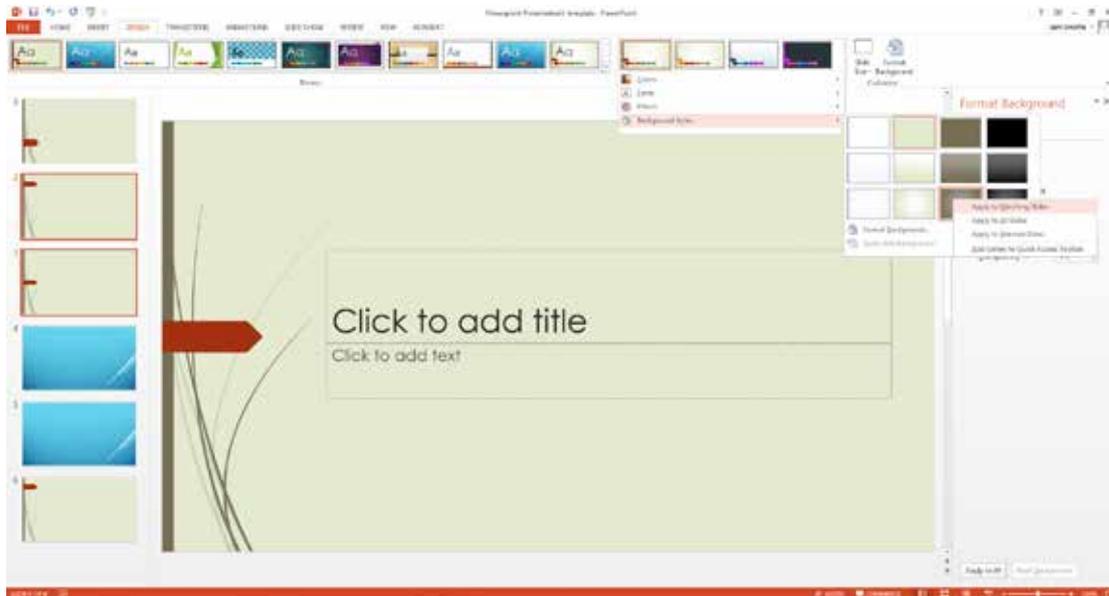
Practice Task 7

Question 1

Take the following steps to add content to your presentation.

1. Open your presentation and select the **Home** tab. Select the title slide. Click inside the placeholders and add a title and subtitle.

2. If you have chosen to use a title page with a graphic, select a suitable graphic via the **Insert** tab. There are various options available for inserting images and graphics. For example, you can select the **Pictures** icon to insert a picture saved on your computer or click **Online Pictures** to search for particular types of pictures.

3. Go to each of your slides by clicking on the thumbnails and add the content. You might also like to insert a graph by click using the **Chart** icon or format content by clicking **SmartArt** and selecting from the options.

4. View your presentation by going to the **Slide Show** tab, then click **From Beginning**. In this view you can see the slides as they will appear in your presentation. To move from slide to slide, you can press **Enter**, the **Spacebar** or an arrow key, or simply left-click your mouse.

5. If you want to change the sequence of your slides, click **View**, then **Slide Sorter**. This view allows you to see all your slides at once. You can click on and drag slides into a different sequence.

6. Save your presentation.

Here is an example of a slide displaying a title, content, graphics and a standard design template.

Write or draw on slides

When you are playing your presentation you might like to circle, underline, draw arrows or make other marks on the slides to emphasise a point or show connections.

To write on slides during your slide show, select the **Slide Show** tab and click **From Beginning** to start your presentation. Right-click the slide that you want to write on. A drop-down menu will appear. Go to **Pointer Options**, and select either **Pen** or **Highlighter**. Hold down the left mouse button and drag to write or draw on your slides.

You can change the pen or highlighter colour by right-clicking the mouse and hovering over **Pointer Options**, then **Ink Color**. Select a colour of your choice.

To remove some or all of the pen or highlighter, right-click the slide and go to **Pointer Options** to select either **Eraser** or **Erase All Ink on Slide**. From here you may also hover over **Screen** and select **Show/Hide Ink Markup.**

To turn off the pen or highlighter, right-click the slide, go to **Pointer Options** and click the **Arrow**.
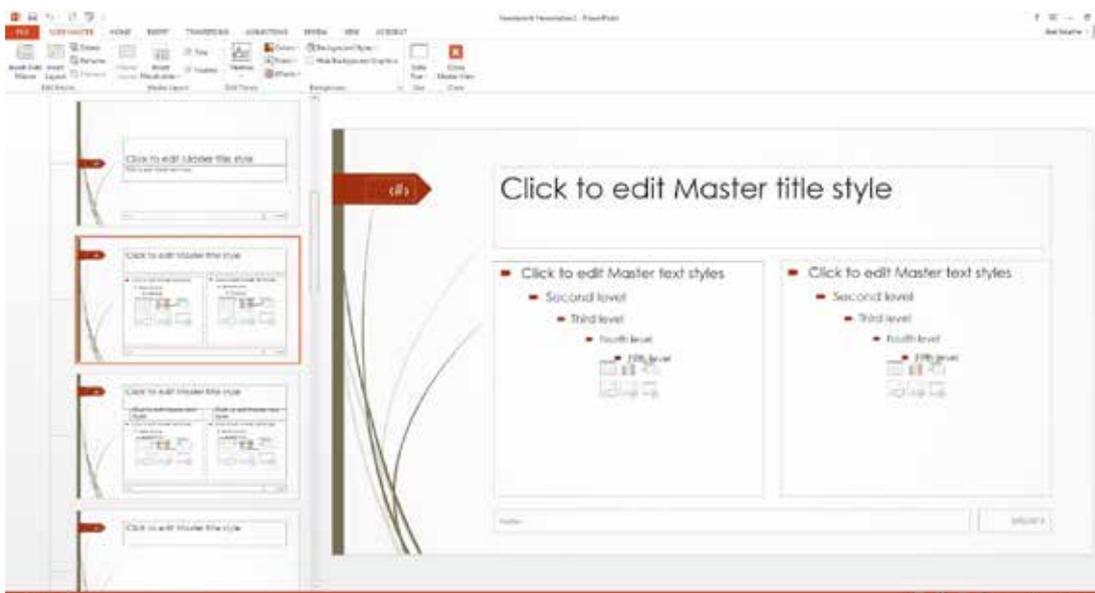
At the end of the slide show presentation, you will be prompted to either keep or discard the changes you made using a pen or highlighter. Choose one of the options to exit the slide show.

Apply a style

Once you have added the content to your presentation, you can apply a style. This will ensure the format is consistent throughout the whole presentation.

To apply a style, you will need to use the **Slide Master.** The **Slide Master** is similar to a template. It allows you to choose a style and format the text. These choices will be reflected throughout the whole presentation.

You can also modify the header and footer on the **Slide Master** to include text, slide numbers and the date and time. There are placeholders for each of these elements.

Practice Task 8

Question 1

Which of the following information may be subject to confidentiality?
Tick the correct responses.

To apply a consistent style to your presentation, follow these steps.

1. Select the **View** tab, then click **Slide Master.** You should see a screen similar to the following.

2. Inside the placeholder, click on the top placeholder to add a heading. This will be the heading on all subsequent slides. However, you can still edit it if necessary when you switch to Normal view. Choose formatting to suit your title from the **Format** tab. By hovering over different WordArt styles, you can see the impact the style will have on your title. Select a WordArt style.

3. Click on the second placeholder and add text. Choose formatting to suit your text from the formatting toolbar. If you have written different levels of text, choose formatting to suit all levels.

4. To view your choices, select the **View** tab, then select **Normal**. If you are unhappy with your choices, go back and alter them.

5. To add footer information, select the **Insert** tab, then select **Header & Footer**. Tick the **Date and time** checkbox. The **Update automatically** button will be selected. This will make sure that the date and time on your presentation is always correct.

6. Tick the **Footer** checkbox and click inside the **box** to add a suitable footer for your presentation. Click **Apply to All**.

7. View your new style by going to the **Slide Show** tab.

Practice Task 9

Read the case study, then complete the task that follows.

Case study

You have recently been employed as a marketing assistant for an organisation that manages marketing campaigns and provides marketing and promotional advice to clients.

The marketing manager has asked you to prepare a presentation for the marketing team, which consists of 10 staff from four different areas of the organisation. The purpose of the presentation is to communicate a marketing plan that has been developed for a client.

You need to include:

- a description of the product and the variations in the range, including its special features, logo and corporate colours
- sales analysis figures for the last five years in an Excel spreadsheet
- the characteristics of existing and potential customers
- a description of the competitors and their market share
- market research outlining current market industry trends and market share
- the marketing budget
- a marketing strategy, including an advertising plan and promotional plan
- the pricing strategy
- a schedule of tasks with allocation of responsibilities.

Question 1

Develop a storyboard to plan the presentation, ensuring that all information will be covered. The presentation should be no more than 20 slides.

2C Add balance and visual impact

You can add visual impact and emphasis to certain parts of your presentation.

It is important to find the right balance when choosing the type and number of features to use. They can easily be overused and distract from the information you are trying to communicate. But, when used in the right way, they can create visual appeal and draw attention to important information.

Here are descriptions of several different presentation features.

Transition

This controls the way slides are presented. For example, they might enter from the left to the right or from the right to the left.

Animation

This defines how content on the slide is presented. For example, text can fly into or dissolve on the slide.

Graphics

Images, charts, diagrams or photos can be inserted to add colour and visual impact.

Timing and pace

You can automatically control the transition time between each slide or when certain animations will occur.

Music, sound and video

Video and audio files can be added to enhance a presentation.

Slide transitions

Slide transitions are the effects that occur in **Slide Show** view when you move from one slide to another. You can control the speed of each slide transition effect, and you can also add sound when changing slides.

PowerPoint includes many different types of slide transitions, including:	
▪ No transition	▪ Blinds horizontal
▪ Blinds vertical	▪ Box in
▪ Box out	▪ Checkerboard across
▪ Checkerboard down	▪ Comb horizontal
▪ Comb vertical	

To add a slide transition, go to the **Home** tab and select a slide thumbnail (ensure you are in **Normal View)**.

Select the **Transitions** tab and choose a slide transition effect.

To set the slide transition speed, in the **Timing** section, change the settings in **Duration** to increase or decrease the speed.

Click **Apply to All** to add the same slide transition to all of the slides in your presentation.

To add different slide transitions to the slides in your presentation, repeat these steps for each of your slides.

To add sound to slide transitions, click the arrow next to **Transition Sound**. To add a sound from the list, select the sound that you want. To add a sound not found on the list, select **Other Sound**, locate the sound file that you want to add, then click **OK**.

To add different sounds to each slide transition, click on each slide and select a sound from the drop-down menu.

Adding graphics and illustrations

You can easily insert photos from file or online, shapes or charts.

Graphics can be included in your presentation by selecting the **Insert** tab and choosing from the **Images** and **Illustrations** groupings.

You can also use a feature called SmartArt to include graphics in your presentation. A SmartArt graphic is a visual representation of your information that you can create quickly and easily, choosing from among many different layouts, to effectively communicate your message or ideas. For example, you can insert hierarchical charts, pyramids or arrows with text.

To add an illustration, go to the **Insert** tab and click **SmartArt**.
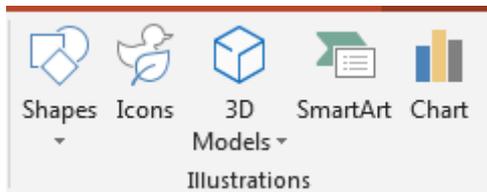
In the dialog box, click the type and layout you want. You can enter your text either by clicking in a shape in your SmartArt graphic and typing your text in directly or by opening the **Text Pane** from the **Design** tab under SmartArt Tools. The text you enter for each bullet point will appear in different parts of your SmartArt graphic.

Animation

Limit the use of animation to prevent obscuring your message.

However, you may wish to add animation to your SmartArt graphic to draw the viewer's attention or stimulate interest. For example, you can make a shape fly in from one side of your screen or slowly fade into view.

To decide which animation works best with the layout for your SmartArt, view your information in the SmartArt graphic Text Pane, since most animation starts at the top of the Text Pane and moves down. You can also play an animation in reverse order.

The animations that are available depend on the layout you choose for your SmartArt graphic.

To animate your SmartArt graphic, click on it then go to the **Animations** tab and select the animation you want to apply. You can customise an animation using **Effect Options** in the **Animation section**. Here, you can choose to animate all of the shapes in the SmartArt at once or one shape at a time.

To add sound, go to the **Animations** tab and select **Animation Pane**. A panel will appear on the right. Click the arrow next to the and select **Effect Options** from the drop-down menu.

In the dialog box, click the arrow next to **Sound**, then either select a sound from the list or select **Other Sound**… to locate a sound file on your computer.

Animated items are noted on the slide by non-printing numbered tags. These tags correspond to the animations in the **Animation Pane**, which appear only in Normal view with the **Animation** task pane displayed.

You can view your animations at any time by going to the appropriate slide and clicking the **Preview** button in the **Animations** tab.

Timing and pace

The timing and pace of a presentation are important to get right.

You may choose to manually control how the slides and content of your presentation will be displayed. Alternatively, you can pre-set the time and pace using PowerPoint. Using this function, you can have slides that appear after a certain amount of time has passed. The amount of time you set will depend on how much information is contained in the slide, and how much emphasis you want to place on the information. You may need to check this with the person delivering the presentation. Ask them how much time they want to have between slides.

It is a good idea to rehearse your presentation to ensure it meets the required time frame. To do this, you can record the time that you need to present each slide, then use the recorded times to advance the slides automatically when you are actually giving the presentation.

To do this, go to the **Slide Show** tab, then click **Rehearse Timings**. The **Rehearsal** toolbar will appear, and the **Slide Time** box will begin timing the presentation.

Next   Pause   Slide Time   Repeat
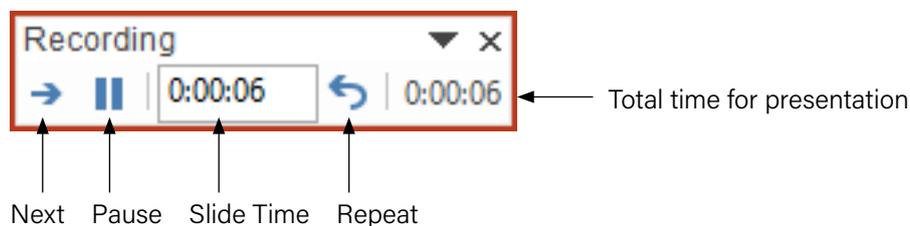
While you time your presentation, you can take the following actions:

- To move to the next slide, click **Next**.
- To temporarily stop recording the presentation, click **Pause**, then click **Pause** again to continue recording.
- To restart recording the time for the current slide, click **Repeat**.
- After you set the time for the last slide, a message box will display the total time for the presentation and prompt you to do one of the following:
- To keep the recorded slide timings, click **Yes**.
- To discard the recorded slide timings, click **No**.
- The Slide Sorter view will then appear and display the time recorded for each slide in your presentation.

If you do not want the slides in your presentation to advance automatically by using the slide timings that you recorded, you can turn the slide timings off by going to the **Slide Show** tab and deselecting the **Use Timings** checkbox. You can turn the slide timings on again by ticking this box.

Music, sound and video

To make a multimedia presentation you can add music, sound or video.

These can be added from files on your computer. Ensure speakers are properly set up to be able to play sound and music in your presentation.

To add music or sound to your presentation, view the presentation in **Normal** view. Go to the **Insert** tab and select **Video** or **Audio** from the Media group.

Video may be located either online or on your computer or device. You can choose to either record your own audio to insert your own audio.

Once you have inserted a video, a message will be displayed. If you want the video to play automatically when you go to the slide, click **Yes**. If you want the video to play only when you click the video icon during a slide show, click **No**.

Practice Task 10

Question 1

Which of the following statements relate to adding visual impact to a presentation?
Tick all that apply.

○ A transition is the style used to move from one slide to another.

○ The same transitions must be applied to all the slides in your presentation.

○ Graphics that can be inserted include photos, shapes, cartoons and charts.

○ Charts, pyramids or arrows can be inserted using SmartArt.

○ Animation is the best way to add interest to a presentation.

○ A presentation must be in slide view before inserting sound or video.

2D Use features to customise for the audience

Streamline and customise your presentation to meet the needs of different audiences.

Software features include basic and hyperlinked custom shows. Custom shows allow you to adapt a single presentation for a variety of audiences. You can use a custom show to present or create a hyperlink to an independent group of slides in your presentation.

A basic custom show can be a separate presentation or a presentation that includes some of the slides from another presentation. A hyperlinked custom show provides a quick way to navigate to one or more separate presentations.

The custom shows feature gives you the flexibility to choose which sections you present to which audience type without having to create totally separate versions of your presentation.

For example, a group requires:

- only a brief introduction and more detail at a later date.
- an extended introduction and background, before the detail is provided.
- additional supporting material such as charts or data.

Custom shows

A custom show gives a more targeted presentation to a group.

For example, if your presentation contains a total of five slides, you can create a custom show named Custom 1 that includes just slides 1, 3 and 5. You can create a second custom show named Custom 2 that includes slides 1, 2, 4 and 5. When you create a custom show from an original presentation, you can always run the entire original presentation in the correct order.
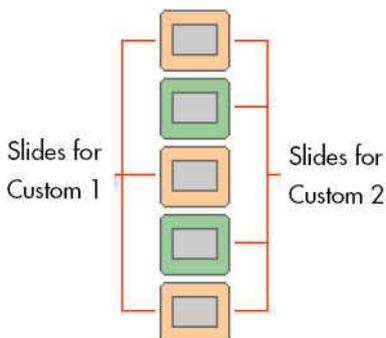
You can use a hyperlinked custom show to organise content in a presentation.

For example, if you create a primary custom show about your company's new overall organisation, you can then create a custom show for each department within the organisation and link to this show from the primary presentation.
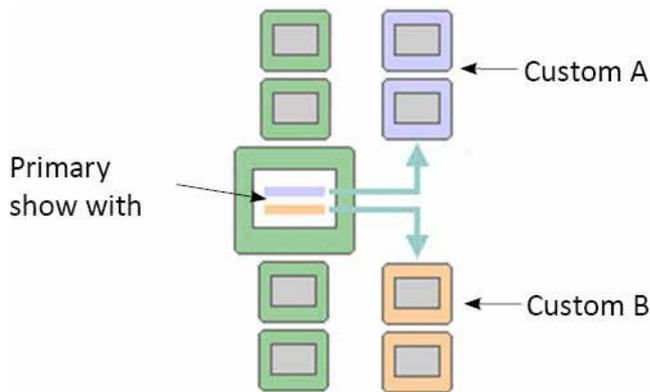
You can also use a hyperlinked custom show to create a table of contents or agenda slide. This is similar to a webpage in that it is an index of your presentation from which you can create hyperlinks and move between the different sections of your presentation and back again.

To create a custom show, go to the **Slide Show** tab and click **Custom Slide Show**, then select **Custom Shows**.

In the **Custom Shows** dialog box, click **New**. Under Slides in presentation, select all the slides that you want to include in the custom show, then click **Add**.

To change the order in which slides appear, under Slides in custom show, click a slide, and then click on the arrows to move the slide up or down in the list.

Type a name in the Slide show name box, then click **OK**.

To preview a custom show, click the name of the show in the Custom Shows dialog box, and then click **Show**.

To preview a custom show, go to the Slide Show tab and click Custom Slide Show. Then select the name of the custom show from the drop-down menu.

You can also click **Set Up Slide Show**. In the dialog box under Show slides, click **Custom Show**, and then click the custom show that you want to present. Click **OK**. The custom show you have selected will now be presented when you play the slide show.

Practice Task 11

Question 1

Which of the following information may be subject to confidentiality? Tick the correct responses.

Take the following steps to create a hyperlinked custom show.

1. Open or create a presentation with a minimum of five slides.

2. Select the **Slide Show** tab and click **Custom Slide Show**, then select **Custom Shows**.

3. Select **New** and, under Slides in presentation, tick the title slide and three additional slides, then click **Add**.

4. Arrange slides in the order you desire by using the arrows to move the slides up or down.

5. Next to Slide show name, type 'Custom show 1', then click **OK**.

6. On the title slide, type 'Go to custom show'. Select the textbox and click on the **Insert** tab, then click **Link**.

7. In the dialog box, select **Place in This Document**. Select 'Custom show 1' from the menu, then tick the Show and return checkbox and click **OK**.

2E Overcome issues using help functions

If you require information or instructions on how to do something, you can hover over different icons with your mouse or seek assistance in help.

You might want tips on using your keyboard or your mouse. Or you might want information on using the features of the program more effectively.

Microsoft PowerPoint 2019 provides a description of each icon or function on the screen which can be displayed by hovering over the icon.

Alternatively, you can ask for help at any time by pressing the F1 function key or by using the search box. Simply type in the keyword or phrase that you need help with in the search box at the top of the screen, and a list of options will be displayed to choose from.

You can navigate the help window in the same way you would navigate the internet in a web browser, by clicking hyperlinks to different pages.

Taking screenshots

It can be helpful to take a screenshot to communicate the issue you are having to someone else.

A screenshot captures the image of your computer screen in its current state, including any error messages that are being displayed. If you are having a particular issue with your computer that is difficult to describe, it can be useful to take a screenshot and send this image in an email to the IT department or a colleague who may be able to assist.

To take a screenshot, press the print screen icon on your keyboard. This may be displayed as an abbreviation, such as 'PrtScn'. Then simply insert the image into an email by pressing Ctrl+V on the keyboard or by right-clicking the mouse and selecting Paste from the drop-down menu.

If you are using two screens, the image will show both of your screens. You may need to crop part of the image to focus on the issue you are having, such as an error message. To do this, click on the image and under the Format tab, select Crop. Then you can simply drag the edges of the image in to focus on the issue.
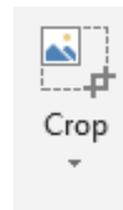
There are many websites that have information about Microsoft Office applications. These usually contain frequently asked questions (FAQs) and give solutions to common problems.

https://support.microsoft.com/en-us/

└ This is Microsoft's main site for finding help to solve problems for all Microsoft products. You can ask questions online and download files, including service packs, drivers and patches.

https://support.microsoft.com/en-gb/powerpoint?ui=en-US&rs=en-GB&ad=GB

└ This site provides resources for all Microsoft Office applications, including PowerPoint.

Another resource you can refer to is training material. Training courses on the use of a presentation application usually provide a comprehensive set of instructions or notes that are worth keeping for future reference.

You may have been to a training course to learn a particular computer function or you may have received training or induction materials when you started a new job.

Example

Help for overcoming issues

Mohana works as a personal assistant to a manager in a large organisation. One of her roles is to produce PowerPoint presentations based on content and information provided to her by her manager. Mohana often refers to the help functions to assist her in making the most of the software and as a way of increasing her skills. If she doesn't know what an icon does, she hovers over the icon with her mouse and reads the bubble displayed.

Sometimes Mohana uses Microsoft's support website to find solutions to software problems that cannot be solved using the help function. A colleague gave her some instructions acquired during a training session. Mohana keeps these in a help folder on her desktop.

A couple of times she has not been able to find the information herself, and has needed to ask her colleague Lauren for help. Lauren is always happy offer advice and suggest new ideas for enhancing the presentation.

Practice Task 12

Question 1

Mohana has forgotten how to apply transitions to slides using PowerPoint. Which of the following are ways for her to get help? Tick all that apply.

○ Type in 'transitions' into the search function.

○ Hover over 'Transitions' on the ribbon at the top of the screen.

○ Do a search on the internet for 'transitions in PowerPoint'.

○ Ask for help from an experienced colleague.

○ Use another effect rather than 'transitions'.

Summary

- A style guide outlines an organisation's preferred style, such as the appearance of text in documents.
- It is important the audience is not distracted by unnecessary features in a presentation; it can distract your audience from the content.
- An interesting presentation will include visually attractive features to add impact and emphasis to the content, such as graphics, sound and transition options.
- You can streamline and customise your presentation to meet the needs of different audiences with basic and hyperlinked custom shows.
- Make sure you are familiar with how to access help and assistance if you encounter problems to avoid delays in preparing your presentation by the due date.

Learning Checkpoint 2
Create presentations

Read the case study, then answer the questions that follow.

Case study

Claire was told to prepare an electronic presentation to show to external clients. She knew that the clients wanted information about new legislation and how it was affecting the organisation. She found lots of legislative documents and used the details to fill the slides that made up the presentation.

Claire found a PowerPoint document on the company's database dated from the previous year that had a similar title. She deleted the existing information and then updated the document with the information she was given. Claire noticed this was an older version of PowerPoint and she wasted a lot of time trying to find the functions because she was unfamiliar with this older version. Claire then produced speaker notes that contained additional information.

Claire was under pressure trying to complete the presentation in time for the session with clients. She was planning to do a trial run and practise the presentation in the hours leading up the meeting. However, there were problems getting an internet connection for the hyperlinks. In the end, she didn't get these to work and decided to include the information in the slides rather than linking to the websites.

When Claire delivered her presentation, the audience did not seem to be engaged.

After the presentation, her manager told her that the audience wanted a general outline of the legislation and there was too much detail in the information she presented. Her manager pointed out that she used the old version of the company's logo and corporate colours.

1. Outline three things Claire could have done to avoid the issues listed above.

2. Which of the following could Claire have added to her presentation to make it more interesting to her audience? Tick all that apply.

○ Apply transitions so the slides come in from the left to the right.

○ Add her favourite music to improve the atmosphere of the room.

○ Add some graphics such as high-resolution images to add visual impact.

○ Add an animation to a couple of slides.

○ Use a slide master to add consistency to the slideshow.

3. List two reasons why Claire should have used a style guide new template for her presentation?

4. List two features Claire would find if she had used the style guide.

5. How could a custom slide show have been useful to Claire? Explain your answer.

6. Suggest at least two places Claire could have located help when using the older version of PowerPoint?

7. Which of the following are ways Claire could check the readability of her presentation? Tick all that apply.

○ Ask the audience if the font was the right size.

○ Consider the font size when the slides were projected onto a screen or viewed online.

○ Break up the content with an interesting slide, such as an image or photograph.

○ Avoid using too many animations and sounds.

○ Use a dark colour for the text and background colours in the slides.

Topic 3 | Finalise presentations

3A   Proofread your presentation

3B   Finalise and print your presentation

3C   Store your presentation

3A Proofread your presentation

Your presentation needs to be checked for spelling, grammar, consistency and style.

Although you might write the text in your presentation very carefully, there will probably still be some mistakes. It is better to find these during a rehearsal than in front of an audience. You can edit and proofread your work by closely reading it yourself before getting someone else to read it.

Editing involves checking that slides and any notes meet the requirements of the style guide, and to identify and correct errors in grammar, punctuation and spelling.

If you have your own ideas on how the content or format could be improved, discuss these with your supervisor.

Spelling

Never rely entirely on the spell-check function on your computer. It only identifies spelling errors, not words that have been used incorrectly. Words may also be spelled in different ways; for example, American and Australian spellings of words such as organize/organise. Check your organisation's style manual or ask your manager if you are unsure.

Grammar

Grammar and punctuation suggestions made by software applications are not always correct. Check them yourself before accepting the suggested change.

Style

Style should be consistent throughout the document. Make sure headers and footers are correct, and that the font is consistent throughout. Check your organisation's style manual or ask your supervisor if you are unsure.

Numerical data

If you are working with numbers, match your document with the original figures you were given and make sure they are accurate. It is easy to make a mistake when entering a lot of numerical data into a document.

Spelling and grammar check

PowerPoint is equipped with an internal dictionary that can help you correct words that are misspelled in your presentation.

As well as checking spelling, PowerPoint can also check style to make sure that each slide is consistent. Check with a colleague or supervisor to determine the requirements of your organisation. Then, make the necessary alterations to the style of your presentation.

To check the spelling and grammar of your presentation, open your presentation and select the **Review** tab from the ribbon. Click on the **ABC Spelling** icon at the top left of the screen.

When a word is misspelled or mistyped, a wavy red line appears under it to alert you to the mistake.

To correct a misspelled word, right-click a word that has a wavy red underline. If the word appears in the drop-down list, click the word that you want to replace the misspelled or mistyped word with.

If a red wavy line appears underneath a word that has been spelt correctly, it is not in the built-in dictionary. To add it to the built-in dictionary, right-click the word and select **Add to Dictionary.**

To turn the automatic spelling and grammar check on or off, go to the **File** tab and click **Options**. Click **Proofing**. Under **When correcting spelling in PowerPoint**, tick the checkbox next to **Hide spelling and grammar errors**, then click OK.
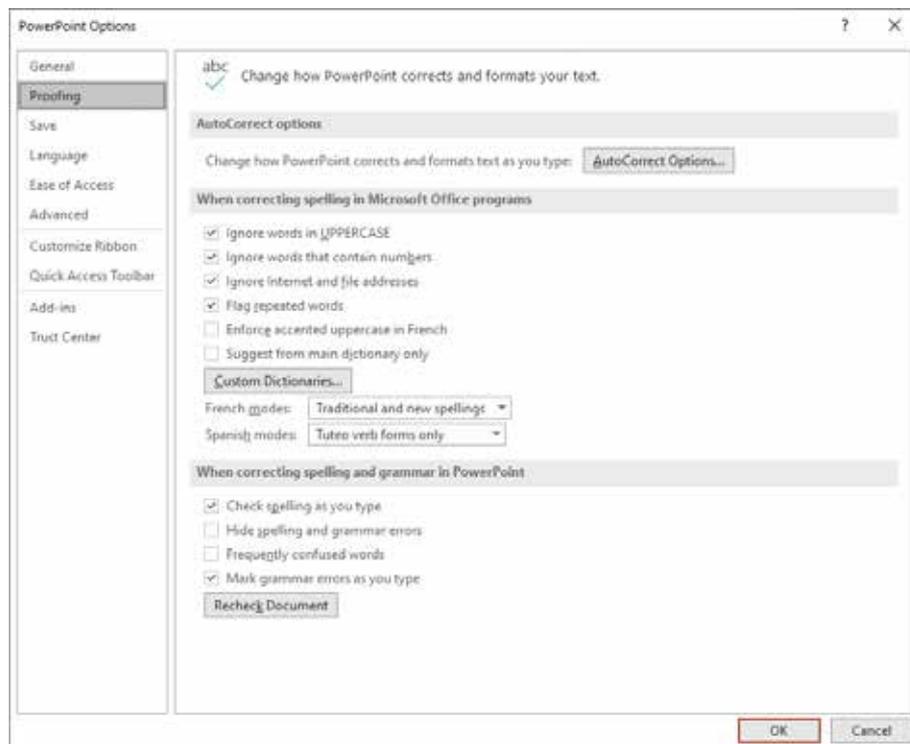
AutoCorrect

The AutoCorrect function in PowerPoint 2019 is a default setting of common misspellings and symbols, which you can modify.

This feature corrects typos and misspelled words, and inserts symbols and other pieces of text. Text included in hyperlinks is not automatically corrected.

The AutoCorrect feature also includes a series of parallel lists, where a particular word typed can be automatically replaced by another word.

For example, the AutoCorrect feature can be used to:

- automatically correct typing errors and misspelled words; for example, if you type 'teh' instead of 'the'
- insert symbols; for example, you can type :-) to insert a smiley emoji.

To adjust AutoCorrect settings, go to the **File** tab and select **Options**. Click on the **Proofing** tab and select **AutoCorrect Options**. Here you can add, delete and amend AutoCorrect options.

To add an entry to the list of automatic corrections, select the **AutoCorrect tab**. In the **Replace box**, type a word or phrase that you often mistype or misspell (e.g. 'usualy'). In the **With** box, type the correct spelling of the word (e.g. 'usually'). Click **Add**.
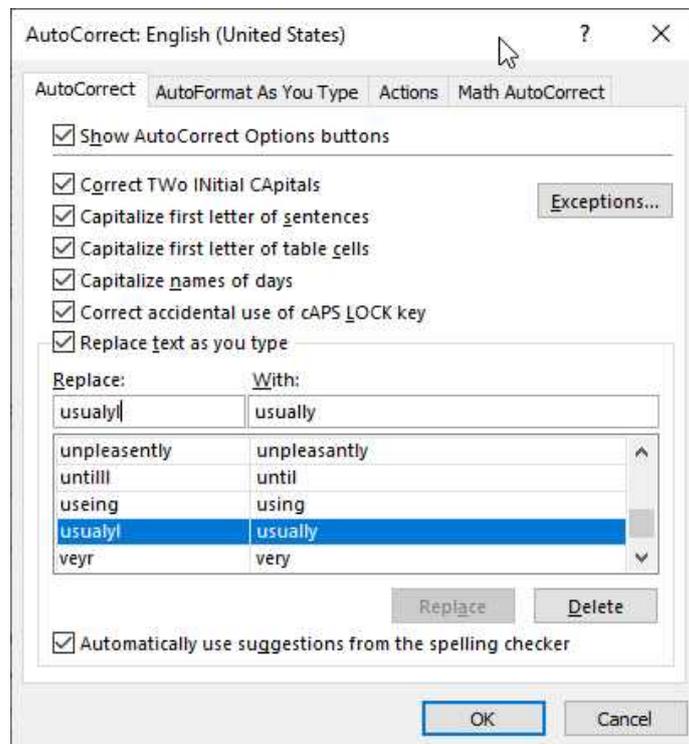
Practice Task 13

Look at the following slide, then complete the tasks that follow.

Question 1

Proofread the slide above and rewrite the information. Be sure to edit the spelling, punctuation, grammar and other elements that affect the style consistency.

Question 2

List two reasons why you shouldn't rely on spell check to identify spelling mistakes in your presentation?

3B Finalise and print your presentation

Hard copies are useful for the audience to refer to.

You can print handouts, notes or outlines. You need to decide on the appropriate materials for each presentation and have the printed copies available within the designated timeline. The type of handouts or notes you require will depend on the presenter and the audience. For example, do you need hard copies of the slides with space for the audience to write their notes or can a soft copy be emailed after the presentation?

Do your final corrections and alterations before printing; you don't want to find mistakes after you have printed your document.

Creating handouts

Handouts can be customised to suit specific requirements to make them consistent. Just as the **Slide Master** is used to make the style of your slides consistent, the **Handout Master** is used to add information to your handouts. This will then be reproduced on all of the handouts in your presentation.

Keep in mind that the information you add using the **Handout Master** will only appear on your handouts, not on your slides.

Go to the **View** tab and select **Handout Master**. You will see a template displaying blank outlines of your slides.

In the handout template area there are four editable regions (on the four corners of the page). These include:

- header area
- footer area
- date area
- slide number area.

Click on the **header area**. The placeholders will be displayed.

To see more clearly, use the zoom function in the bottom right-hand toolbar to zoom in.
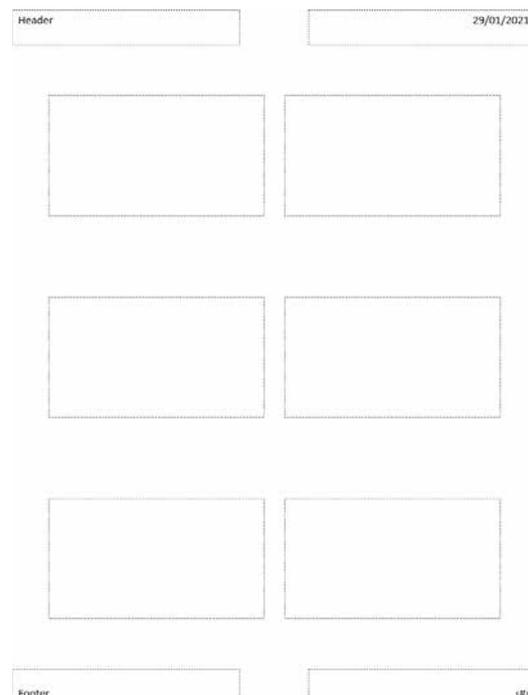
Enter a suitable header for your presentation. Enter information in the **Date**, **Footer** and **Number** areas.

The information you have entered on the **Handout Master** will appear on all handouts you print for your presentation.

Save and close your presentation.

Printing handouts

You can also choose how many slides you would like on each handout. Consider the readability and function of the handouts. For example, if you print the maximum number of slides per page, there will be little room for notes. The readability of the information may also be affected as the font may be too small to be legible.

To print out an exact replica of your presentation slides, select the **File** tab and click on the **Print** tab. Click on the second drop-down menu under **Settings** to choose a handout layout option to print.

For example, the **3 Slides** option under **Handouts** provides three slides on each page with lines for the audience to take notes.
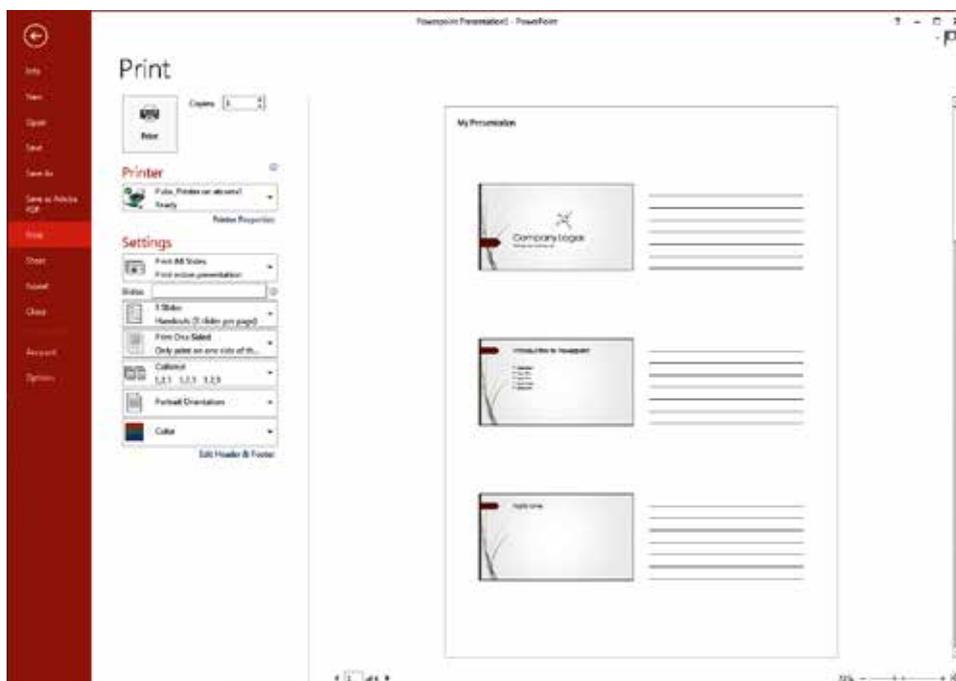
To specify the page orientation, select the fifth drop-down menu under Settings. Here you can choose either **Portrait Orientation** or **Landscape Orientation**.

If you want to print handouts in colour, select a colour printer from the drop-down menu under Printer. Then select the last drop-down menu under Settings and click **Color**. Select **Print** to print the handout notes.
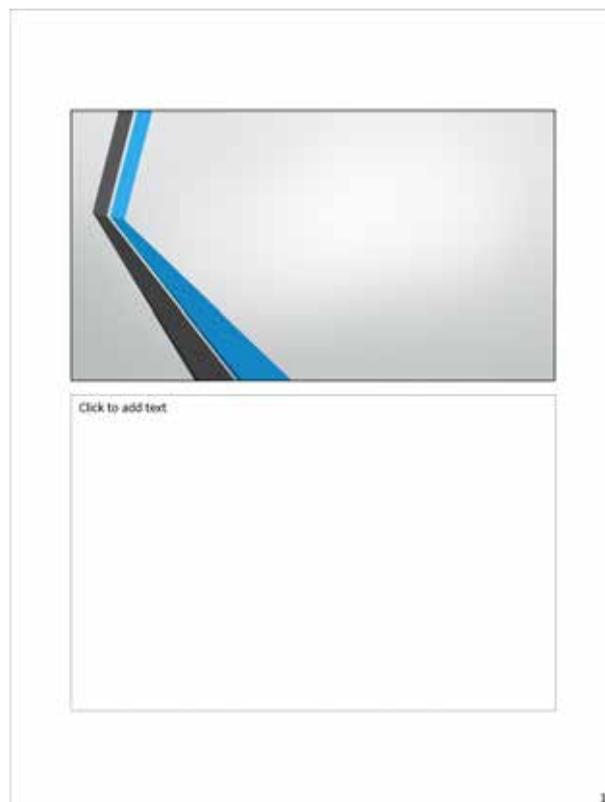
Speaker notes

Speaker notes are designed to help the presenter outline any additional points or information they would like to discuss, which may not be included in the slides.

If you add speaker notes to your PowerPoint presentation, you will be able to deliver the presentation smoothly, without worrying about forgetting the main points. By selecting **Notes Master** in the **View** tab, you can add header and footer information to your notes as you did with the **Handout Master**.

To add notes to individual slides, open your presentation in **Normal** view. Decide which slides you would like to add notes to. In the **View** tab, select **Notes Page**.

Click the text placeholder and begin typing your speaker notes at the bottom of each slide.

Speaker notes

To see how your notes pages will be printed and the full effect of any text formatting, such as font colours, select the **View** tab and switch to **Notes Page** view. Here, you can also check and change the headers and footers of your notes.

Each notes page shows an image of a slide, along with the notes that go with that slide. In **Notes Page** view, you can add to your notes using charts, pictures, tables and other illustrations.

To print speaker notes for your presentation, select the **File** tab, then select the **Print** tab. Select the second drop-down menu under Settings, and click **Notes Pages**. Again, you can change the orientation to either portrait or landscape, then click **Print** to print the speaker notes.

Printing an outline

If you choose to print an outline, this is the information that will be printed. Outlines help you to view the whole presentation and make decisions about where you have placed information. For example, you may decide to add new information or rearrange the old information.
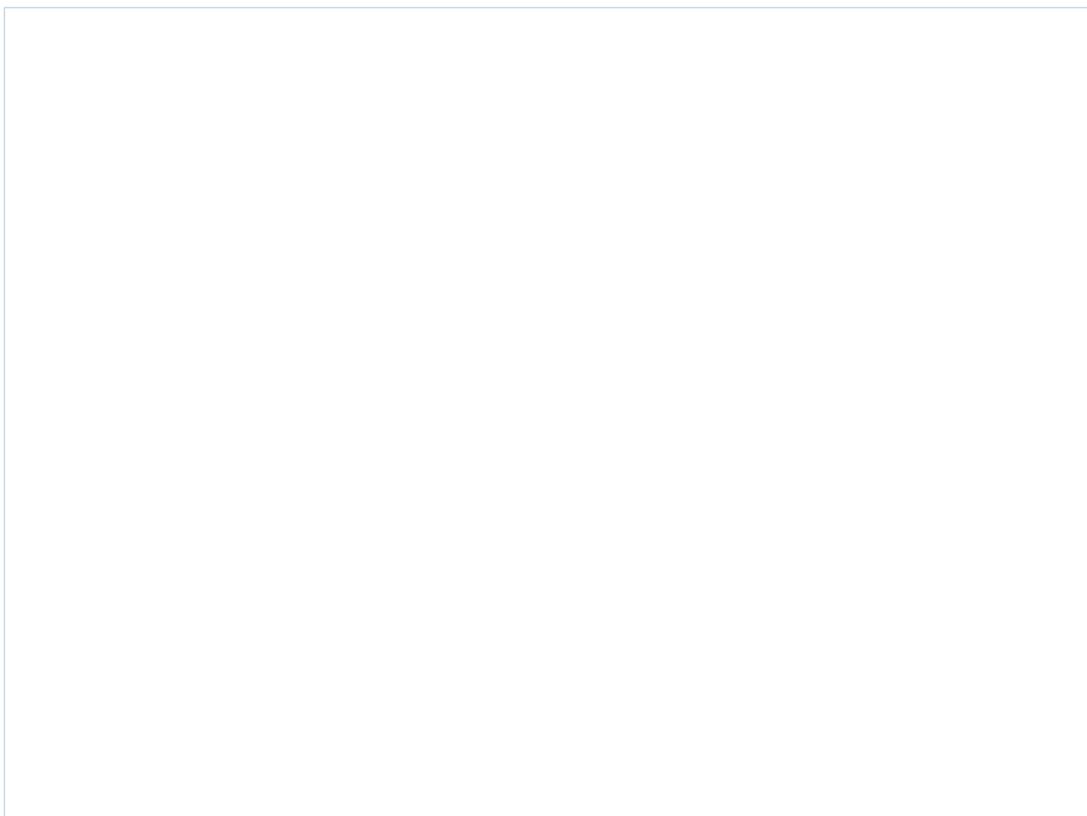
To print an outline of your presentation, click the **File** tab and select **Print**. Select the second drop-down menu under Settings and select **Outline**, then click **Print**.

Practice Task 14

Question 1

Give two examples of how printed handouts are helpful for the audience in a face-to-face presentation?

Question 2

Suggest two ways printed speaker notes be used in a presentation?

3C Store your presentation

How you store your presentation depends on the requirements of your organisation and who needs to access the presentation.

If your presentation needs to be available to all your colleagues, you should store it in an appropriate place on the organisation's server. Your colleagues can then access the presentation from their workstation, as long as they have the application installed on their computers.

An important task when creating and editing presentations is to save your work. Saving the presentation ensures that you can use it or edit it again when required. Each organisation has its own policies regarding naming and storing electronic documents, and it is important that you follow these procedures so that you and other staff can access the documents as required.

Folder structures and naming standards

Folders are used to organise files so they are easier to locate.

Each organisation uses folder structures and naming standards to ensure that all files are stored in the correct location. Folders have a treelike structure that branches from a parent directory to sub-folders in a hierarchical structure.

If your organisation has a network, you may have shared directories and folders that several staff have access to.

Advantages of shared directories and naming standards
• Organised files are easy to find. For example, it is much easier to find one file in 10 than it is to find one in 100.
• If someone is unavailable, others can access the document and finish it if necessary.
• Work is less likely to be duplicated, as staff can check if a document has already been created.
• It is easy to share documents between employees.
• Files are secure because they are backed up on a regular basis.
• Virus scans are normally run on shared folders on a regular basis.
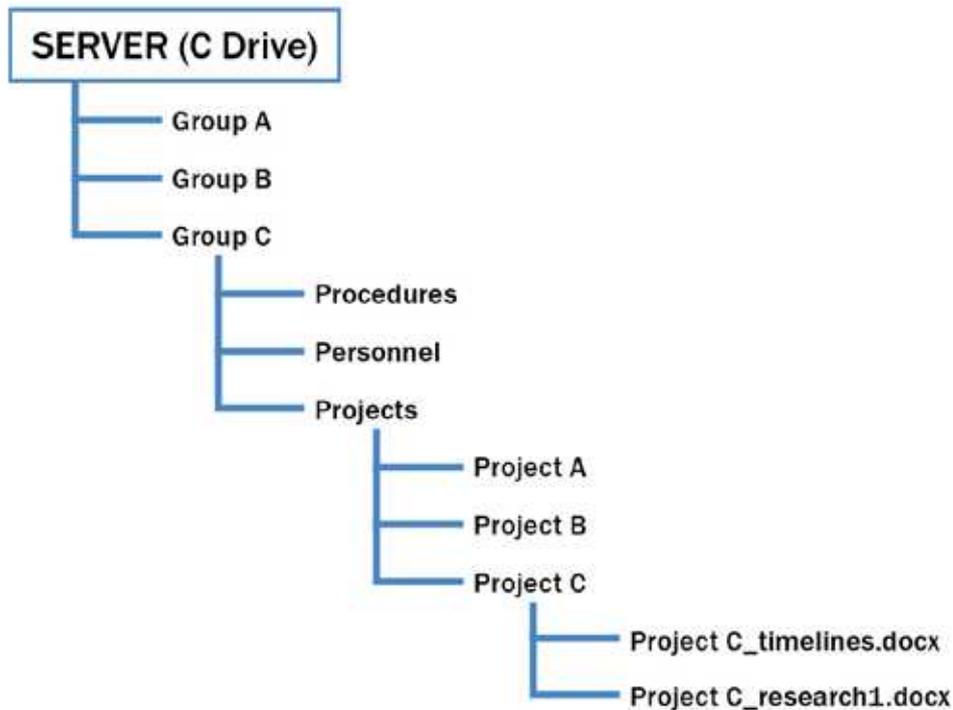
In the example structure above, the server has three folders for three separate work groups:

- Group A
- Group B
- Group C

Group C has three major folders:

- Personnel
- Procedures
- Projects

The Projects folder includes:

- Project A
- Project B
- Project C

Project C has two documents (or files):

- ProjectC_timelines.docx
- ProjectC_research1.docx

The file path for retrieving a document starts at the server and ends when the correct document is located. For example, to reach ProjectC_timelines.docx, the file path to follow is:

C:\GroupC\Projects\ProjectC\ProjectC_timelines.docx

Manage shared directories

When you have access to a shared directory to store your files, you may also have access to files created by other employees.

It is important that you check your files and delete any that are no longer required on a regular basis to ensure the system remains efficient. Before deleting any files, check which projects or clients you need to keep files for by asking your supervisor. You should never delete or move files created by another employee without their permission; always check first.

Organisations usually perform regular backups of shared directories and folders. In larger organisations, a staff member from the IT department will usually be responsible for this.

Hard-copy storage

Many documents stored digitally may also be stored in hard copy.

Managing the storage of hard-copy documents requires you to conserve space and dispose of irrelevant documents. It is normal office practice for staff to perform archiving duties; that is, removing inactive files and placing them in long-term storage.

Here is an example of a retention schedule that may include documents saved in a presentation format.

Retention schedules for hard-copy documents	
Credit card receipts and statements	2 years
Tax records	6 years
Invoices	1 year
Client correspondence	2 years
Presentations	6 months

Exit the application

After creating or modifying an electronic document, you need to exit the software application without causing damage or loss of data.

Data loss can occur when a computer program stops performing its expected function. Often the program, or even the whole computer, may appear to freeze. Data may be accidentally erased or corrupted and made inaccessible.

Before shutting down your computer, exit all programs by selecting the exit button, which is generally located in the top right corner of the window. Ensure you save your work first. If you have recently made changes to your presentation, you will usually be prompted to save before exiting.

Here are some other procedures that help secure your work and prevent loss of information:

- Work on a limited number of documents at one time.
- Save the work regularly or have the auto save button turned on.
- Exit the applications before leaving the workstation for any long period of time and shut down the computer at the end of the day.
- Ensure your computer has anti-virus software that is frequently updated to prevent data loss.

Passwords and security

Passwords may be required to ensure that only authorised users are able to access certain files and information.

Access to an organisation's data can be controlled at a number of levels, including drives and files. Employees can be given access to shared directories or individual files.

Most organisations have networks made up of multiple computers. Before employees can use a computer that is connected to the network, they must be issued a login username and password, which identifies them and allows them to access the files on the network. Below are the instructions for selecting a password and keeping your work secure. Your IT support person can provide advice. Alternatively, refer to the organisational policies and procedures for password protection.

Selecting a good password

You should change your password on a regular basis and ensure you do not tell anyone what it is. Your password should not be anything that can be easily guessed by other people, such as your date of birth, name, family members' names, etc. Good passwords contain a mixture of letters and numbers and are least six to eight characters long.

Protecting individual files

Depending on the network configuration, employees will have their own drive for their files along with access to various shared drives. Where files contain sensitive information that should not be accessed by all employees, you can apply a password to an individual file. Two levels of access can be applied:
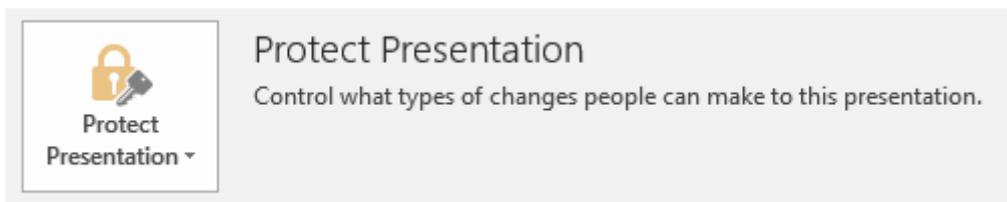
- a password to open the file, which allows the file to be viewed and printed
- a password to modify the file, which will let the user make changes to the file.

Practice Task 15

Question 1

In the following exercise, you are required to password-protect your presentation.

1. In your presentation, go to the **File** tab. **Info** is selected by default.

2. Click **Protect Presentation** and select **Encrypt with Password** from the drop-down menu.
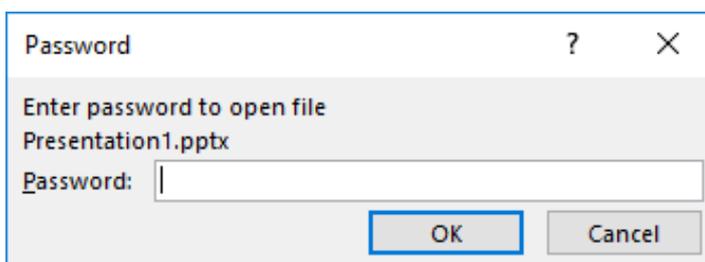

3. In the Password box, type a password and click **OK**. In the **Confirm password field**,
    re-enter the password and click **OK**.
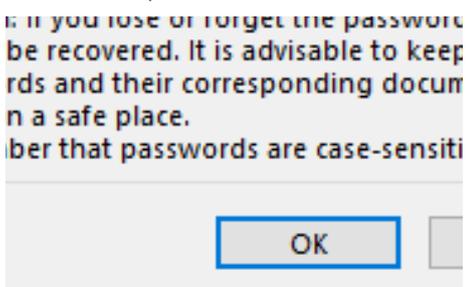
Protect Presentation will now be highlighted in a yellow cell.

4. Save and close your presentation.

5. Reopen your document using your new password. Close your document.

Summary

- A presentation must be proofread for spelling, grammar, consistency and style.
- Print presentation materials to suit the needs of the audience and the presenter. If you are printing materials for someone else, make sure you discuss what they need before printing.
- You can print out handouts, notes and outlines of your presentation.
- Your organisation will have a folder structure and naming standards to ensure that all files can be accessed when required.
- Follow the procedures for exiting the software application to prevent damage or loss of data.

Learning Checkpoint 3
Finalise presentations

Part A

Read the case study, then answer the questions that follow.

Case study

John works for a small not-for-profit organisation. Part of his job is to create a monthly presentation to send out via email to the organisation's clients. John always has a short deadline in which to get the presentation prepared because he is often held up waiting for contributions from others in the organisation.

John thinks the presentation looks outdated and has decided that he will change the font type, add some bright images, include animations and add the logo in the footer. John wants to show his supervisor that he is skilled, so he doesn't ask his supervisor to review the presentation as he normally would before sending it out to clients.

1. Which of the following statements relate to John's finalising his presentation? Tick all that apply.

    ◯ John is a good speller and can proofread his own work.

    ◯ John should be following the task requirements given to him by his supervisor.

    ◯ John should be following the style guide used by the organisation.

    ◯ John's boss will be pleased that he has shown initiative and used his skills.

    ◯ John should only make changes approved by his supervisor.

2. Give two examples of ways John could make sure the presentation is accurate and error-free.

Part B

Read the case study, then answer the questions that follow.

Case study

Jonah has spent an afternoon working on a presentation that is due to be sent out the following day. While he was working on the presentation, he kept other documents open in the background, including four other presentations.

Jonah leaves his desk to make a cup of tea, and when he returns, he finds the screen has frozen and he cannot get any functions to work. After waiting for some time, he gains control and checks his presentation, only to find he has lost half of the presentation and only the first five slides remain.

1. What steps could Jonah have taken to avoid losing his work?

2. Jonah becomes ill that afternoon. He saves his work and goes home early without finishing the presentation. Give two reasons why it was a good idea for Jonah to save his work using the naming and filing procedures he has been taught to use.